



Staffing Sub-Committee – Terms of Reference

1. Delegation

- 1.1 Highworth Town Council will consider renewing these Terms of Reference at its Annual Council Meeting each year.
- 1.2 Highworth Town Council has agreed to adopt the Staffing Sub - Committee Terms of Reference at its Meeting held on Tuesday 14 May 2024 and recorded the decision under Minute 5 of Annual Council Meeting.

2. Membership

- 2.1 The Staffing Sub-Committee shall consist of a minimum of 3 and a maximum of 5 Councillors who shall be elected each year at the Annual Council Meeting.
- 2.2 The quorum of the Staffing Sub-Committee will be 1/3 or 3 of the Committee Members in line with Standing Order 4d (viii).

3. Procedures

- 3.1 The Staffing Sub-Committee will operate within Highworth Town Council's Standing Orders, Financial Regulations and Local Government Law.
- 3.2 The Chairman and Deputy Chairman for this Committee will be the same as that of the Full Council.
- 3.3 The Staffing Sub-Committee will agree the Minutes of its Meetings at the next appropriate meeting of the Staffing Sub-Committee. Minutes are confidential due to the nature of the business being discussed.
- 3.4 Councillors are required to have a Highworth Town Council email address for confidential documents to be issued.
- 3.5 Minutes will be distributed within the meeting they are to be approved and any copies except the original signed copy is to be shredded on site.
- 3.6 The Town Clerk will provide administrative support for the Committee.
- 3.7 All items discussed are strictly confidential and must not be discussed outside of this Committee. The exception being if items are raised on Full Council during private session.

4. Meeting Dates

- 4.1 The Schedule of Meetings shall be agreed at the Annual Council Meeting and the Committee shall meet at least annually.

5. Staffing Sub-Committee Functions

- 5.1 To review Policies regarding Employment, Job Descriptions, Contracts of Employment and Employees' Handbook.
- 5.2 To be entirely responsible for the Recruitment and Employment of a Town Clerk when the post becomes vacant. To vet and interview all applicants and make recommendation to the Full Council on his/her appointment.
- 5.3 To ensure that an appraisal of the Town Clerk be conducted annually (Staffing Sub-Committee Members).
- 5.4 To monitor that an annual appraisal is carried out on all members of staff by the Town Clerk and that the completion of this is reported back to the Staffing Sub-Committee.
- 5.5 To monitor any changes to Employment Laws, Health and Safety Law, GDPR etc and ensure that they are implemented.
- 5.6 To be responsible for supporting the Town Clerk in any recruitment appointment and ensuring that any recruitment is conducted legally and fairly.
- 5.7 To be responsible for monitoring the staffing structure and ensure that the staffing structure meets the needs of the organisation.
- 5.8 To receive reports from the Town Clerk on all matters regarding staffing, to include any disciplinary or grievance issues, pay reviews or recommendations from the National Joint Council (NJC).
- 5.9 To monitor and make decisions on any employee who is long term sick, defined as periods exceeding six months. Any period up to this is covered in the NJC agreement and is legislated in that agreement. To support the Town Clerk with monitoring long term sickness.
- 5.10 To monitor staff training and ensure that all possible training is provide to all staff as necessary.