

# BINGLEY TOWN COUNCIL



Bingley Town Council, Myrtle Place, Bingley, BD16 2LF

## Terms of Reference

### Staffing Committee

#### **Membership – 6 Members**

**(To be elected annually at the Annual Meeting of the Council each year)**

- The Chair and Vice-Chair of the Council shall be ex-officio, a voting member of every statutory committee.
- The Staffing Committee to consist of 6 members: the Chair and Vice-Chair of the Council, plus four Town Councillors (both genders should be represented).
- The Chair of the committee is to be elected annually at the first meeting of the committee following the Annual Meeting of the Council and shall hold office until the first meeting of the Committee following the Annual Meeting of the Council in the subsequent year.
- The quorum of the committee is three.

#### **Meetings**

The Town Clerk will call Staffing Committee meetings as and when necessary. Members will be summoned to attend meetings which will be held in a meeting room within the parish and Public Notice of the meeting shall be given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972.

#### **Documentation**

Minutes of all meetings will be recorded by the Town Clerk and circulated at Full Council meetings of Bingley Town Council. All resolutions and recommendations to Full Council shall be recorded in the minutes of the meetings.

#### **Accountability**

The Staffing Committee has delegated powers to act/make decisions on behalf of the Full Council in relation to the defined terms of reference only; any recommendations outside the Staffing Committee's terms of reference shall be made to the Full Council.

#### **Dispensations**

The committee has delegated authority to deal with dispensations in relation to items on the committee's agenda.

#### **Scope**

The Staffing Committee to:

- Have full delegated powers for the recruitment and selection of all staff, with the exception of the post of Town Clerk/RFO (see below). The committee will follow the provisions of the Council's Recruitment Policy.
- Have delegated powers to recruit and short list applicants for the post of Town Clerk/RFO. The successful short-listed applicants to be interviewed by the Staffing Committee. Short listed applicants will then be required to give a presentation to the Full Council on a topic relevant to current issues. A recommendation from the Staffing Committee will be submitted to Full Council to ratify the appointment of Town Clerk/RFO.

- Have delegated powers to consider and implement any changes, which are required to comply with Employment Law, Health & Safety Law and Terms & Conditions of Service as laid down by the National Joint Council (NJC “Green Book”) and recommended by National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC).
- Have delegated powers to administer the Discipline and Grievance Procedure, subject to agreement by both parties. If agreement cannot be reached then the matter will be referred to Full Council.
- Appoint one of its members to act as point of contact to the Clerk/Responsible Financial Officer (usually the Chair of the Council). This member will receive notification of sickness, absence etc.
- Have delegated powers to carry out annual staff appraisals on the anniversary of the employee’s appointment and to submit proposals in respect of salaries and training of all staff to the Finance and General Purposes Committee (not later than the end of November each year).
- Have delegated powers to consider and implement pay awards, increments and payroll management.
- Have delegated powers to review staff pension arrangements.
- Have delegated powers to review job descriptions, person specifications, staff establishment (including promotion and re-grading) and to approve contracts of employment.
- Have delegated authority to deal with variations to contracts and requests for change of contracts and flexible working.
- Have delegated powers to review the Staff Handbook and Councillor Handbook.
- Have delegated powers to deal with complaints about staff.
- Have delegated powers to deal with access arrangements for councillors including expenditure to investigate and/ or provide equipment/support for councillors.
- Delegate actions or expenditure to the Town Clerk.

### **Review**

The Staffing Committee’s terms of reference are to be reviewed annually at the Annual Meeting of the Council.

**Date of approval:** 16<sup>th</sup> May 2023; **Date of next review:** May 2024.