



Kenilworth Town Council

Staffing Committee

Terms of Reference

The committee will comprise of 3 elected members to be elected at the Annual Meeting of the Town Council each year

The quorum of the committee shall be 3 members

The Clerk and the Chair of the Staffing Committee will call meetings as and when necessary

Members will be summoned to attend meetings which will be held in the Council chamber. Public Notice of the meeting shall be given in accordance with Schedule 12 of the Local Government Act 1972.

To provide effective and professional staff management of all matters related to the employees of the council

All resolutions and recommendations to full council shall be recorded in the minutes of the meetings

The Staffing Committee has delegated powers to act on the behalf of the council in relation to the defined terms of reference only; any recommendations outside the Staffing Committee's terms of reference shall be made to full council

The Staffing Committee to have delegated powers for the following:

- For the recruitment and selection of all staff for recommendation to full council for approval
- To recruit and short list applicants for the posts of Town Clerk/RFO, Deputy Town Clerk and Administrative/Facilities officer, and any other positions that may be created. The successful short listed applicants to be interviewed by the Staffing committee. A recommendation from the Staffing committee will be submitted to full council to ratify the appointments in these roles.
- Considering and implementing any changes which are required to comply with Employment Law, Health & Safety Law and Terms and Conditions of Service
- Reviewing job descriptions, person specifications all contracts of employment for recommendation to full council for approval
- Managing long term sickness and incidents at work in line with the council's Sickness and Absence Policy and Procedures
- Reviewing employment policies/procedures for recommendation to full council for approval
- Being responsible for the preparation and submission of budget proposals in respect of salaries and employees training to full council

- Reviewing employees pay awards and increments for recommendation to full council for approval
- Overseeing the first part of a disciplinary investigation in line with the council's disciplinary procedures which includes appointing an investigator and deciding if any disciplinary action against the employee will or will not be taken
 - Overseeing an employee's formal grievance(s) in line with the council's grievance procedures
- Ensuring that confidentiality is maintained over all staffing matters under the Data Protection Act 1998 and the Code of Conduct by all members of the council
- Approving the Town Clerk's annual review and appraisal undertaken by the Chair of the Staffing Committee (or in their absence the Vice-Chair).
- Reporting back to council the outcome of the Town Clerk's annual appraisal undertaken by the Chair of the Staffing Committee (or in their absence the Vice-Chair).