



MALTON TOWN COUNCIL

TERMS OF REFERENCE

STAFFING COMMITTEE

Membership and voting – 4 Members (To be elected annually at the Annual Meeting of the Parish Council each year in May)

- At its first meeting following the Annual Meeting of the Town Council, the Committee shall elect a Chair.
- The Chair will have an ordinary vote and a casting vote and may use the latter although he/she is not compelled to do so.
- Members of the Staffing Committee will not be members of any Staffing appeals panel that may have to be formed.

Aims

To develop strategy and policy in all matters relating to Staffing of all employees and to have power to take decisions on behalf of the council in all matters regarding any such Staffing issues.

Objectives

To provide effective and professional staff management of all matters relating to council staff.

Meetings

Upon request of the Committee Chair, the Proper Officer will call Staffing Committee meetings as and when necessary. Members will be summoned to attend meetings which will be held in a public place and Public Notice of the meeting shall be given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972.

Quorum

The quorum of the Committee will be 3 members.

Documentation

Minutes of all meetings will be recorded by the Clerk or, in the absence of the clerk, by one of the councillors present at the meeting. Minutes will be circulated to all members. The Committee will approve its minutes at the next suitable meeting and present these to full council for information.

Accountability

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

Scope

- The Staffing Committee to have delegated powers to manage any recruitment process including recruitment of the Clerk/Responsible Financial Officer:
 - review job descriptions, hours, and salary for all new staff.
 - agreement of the application pack to include job advert, placings, social media, job description, person specification and application form.
 - short listing of candidates

- setting an interview date and carrying out interviews
 - select a suitable candidate for the role from those interviewed and make recommendation to full council (full council to approve appointment).
 - Chair of staffing committee to make verbal offer, subject to satisfactory references and liaise with successful candidate prior to commencement of employment.
 - Chair of staffing to obtain references
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- The Staffing Committee to have delegated powers to consider and implement/negotiate any changes to contract terms, which are required to comply with Staffing Law, Health & Safety Law and Terms & Conditions of Service as laid down by the National Joint Council (NJC “Green Book”) and recommended by the National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC)
 - The Staffing Committee will have responsibility for day-to-day liaison with the clerk including; sickness; ensuring workload is acceptable and manageable; ensuring the clerk has sufficient time to undertake the workload; general well being of the clerk in his/her work and appraisal.
 - The Staffing Committee to have delegated powers to administer the Disciplinary and Grievance Procedures of the council in accordance with the council’s adopted policies.
 - The Staffing Committee to have delegated powers to carry out annual staff appraisals in September each year.
 - The Staffing Committee to have delegated powers to consider and implement pay awards.

Review and amendment

The Staffing Committee’s terms of reference are to be reviewed annually at the first meeting after the Annual Council meeting. These Terms may be amended at any time by a resolution of a full council, as the appointing body.

Adopted by Malton Town Council at its meeting on 27th July 2022

Review date: July 2025