

**MINEHEAD TOWN COUNCIL**

**Terms of Reference for the Staffing Sub-Committee**

**Date for review: August 2024**

This is a Sub-Committee of the Finance and General Purposes Committee and is delegated the following responsibilities:

1. **Members**

1.1 Membership shall comprise five members including the Mayor and Deputy Mayor of the Council who are ex-officio and have voting rights.

1.2 Membership is established at the annual meeting of the Council. The Sub-Committee shall elect a Chair and Vice Chair for each civic year.

1.3 Co-opted members may join during the year if authorised by the Council.

1.4 Three members of the Sub-Committee shall constitute a quorum for meetings.

1.5 Minutes of all meetings will be recorded by the Town Clerk and circulated at Full Council meetings.

2. Frequency of Meetings

2.1 One meeting to be held each year to review all policies that relate to staff employment, staff contracts, job descriptions and training.

2.2.1 Additional meetings to be convened by the Chair or two Sub-Committee members when necessary to deal with grievance or disciplinary matters, recruit to staff vacancies or deal with other emerging staffing issues.

3. **Delegated Powers**

3.1 To draft and keep under review the staffing structure of the Council and make recommendations to the full Council as appropriate.

3.2 To keep under review staff conditions, welfare, salaries and appraisals.

3.3 To keep under review all staff contracts of employment, terms and conditions and make recommendations to the Council.

3.4 To monitor the Council’s employment policies and procedures in respect of changes to legislation and make recommendations to Council where appropriate.

3.5 To appoint from its membership a recruitment panel when necessary and recommend appointments to the Council. Recruitment panels will include three members in the case of appointment of the Town Clerk or Deputy Town Clerk posts and two members, along with the appropriate senior Officer, for all other applicants for Council employment.

3.6 To grant interview panels the authority to make offers of employment except for the role of Town Clerk whose appointment shall be referred to Full Council.

3.7 To review staff and councillor training and development in line with the Training and Development Policy.

3.8 The Sub-Committee may authorise expenditure in accordance with the budget and areas of operation approved and agreed by full Council.

4. **Performance**

4.1 To receive and review reports about staff appraisals as undertaken by the Clerk.

4.2 To receive and review staff appraisal of the Clerk as undertaken by the Chair and one additional member of the Sub-Committee.

5. **Complaints**

5.1 To receive and consider any complaints made under the Council’s Grievance and Disciplinary Procedure and take whatever action necessary.

5.2 To appoint from within the Council three members to act as a disciplinary panel and as the appeals panel in the case of any appeal against disciplinary action.

5.3 To appoint from its membership three members to hear any formal grievance made by the Clerk and any appeal by other staff against the outcome of a grievance investigation undertaken by the Town Clerk.

As approved by Minehead Town Council on 29th August 2023.