



MINEHEAD TOWN COUNCIL

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DRAFT - Terms of Reference for the Staffing Sub Committee

Reviewed and Approved: TBC

Date For Next Review: May 2025.

1. Membership

- A minimum of three (3) and a maximum of eight (8) Town Councillors will be appointed upon creation and annually at the Annual Council Meeting thereafter as voting members.
- The Chair of the Sub Committee will be appointed at the first meeting of the Advisory Group after the Annual Town Council meeting as the first Agenda item before any business is conducted.
- An agenda will be produced by the Clerk in advance of the meetings.
- Available vacancies can be filled at any point during the year. The Sub Committee Chair must request the co-option to the Clerk for it to be included on the next available Finance and General Purposes Committee meeting agenda.
- If a councillor resigns from the Sub Committee/Council during the year a new Sub Committee member will be appointed at the next Finance and General Purposes Committee meeting.
- Full council can remove any council member from the Sub Committee at any time (having shown good reason for such removal if mid-term).
- A quorum will be a minimum of Three (3) elected councillors.

2. Purpose of the Group

To review, report on, and make recommendations to the Council on all staffing matters. Including salaries, absence, grievance, disciplinary, employment policies and procedures, staff training, recruitment, probationary reviews, appraisals and to keep the Town Councils staffing structure under regular review.

3. Role and Function

Minutes from the meetings will be recorded by the clerk and presented to the Finance & General Purposes Committee. With any recommendations presented for consideration.

Spending of up to £500, within the agreed budget for the Centre, will be agreed by a vote of all members and reported to the Finance and General Purposes Committee at its next meeting.

4. Delegated Powers

- To draft and keep under review the staffing structure of the Council and make recommendations to the Finance and General Purposes Committee as appropriate.
- To keep under review staff conditions, welfare, salaries and appraisals.
- To keep under review all staff contracts of employment, terms and conditions and make recommendations to the Council.
- To monitor the Council's employment policies and procedures in respect of changes to legislation and make recommendations to Council where appropriate.
- To authorise the Clerk to undertake the recruitment of staff into Amenities and Administrative roles into any posts that already exist within the establishment structure and to undertake recruitment and interviews as required.
- To appoint from its membership an interview 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 unless otherwise specified within these Terms of Reference.
- To delegate the recruitment process for Amenities Operatives and Administrative Assistant positions, once the roles have been approved, if deemed necessary.
- 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.
- To review staff and councillor training and development in line with the Training and Development Policy.
- To review and monitor staff absences in line with the absence management policy and to appoint from its membership an absence review panel including an appeals panel, when necessary, with the delegated authority to decide on employment, having received advice from the Town Clerk and an externally appointed HR representative. Absence Review panels will consist of three members. In the case of an absence review meeting against the Clerk or Deputy Clerk, the panel can only make a recommendation to Full Council for approval.
- To authorise the Clerk to appoint Occupational Health Advice relating to any staffing matters as required.

5. Performance

- To receive and review reports about staff probationary reviews and/or appraisals as undertaken by the Clerk.
- To receive and review staff probationary reviews and/or appraisals of the Clerk as undertaken by the Chair and one additional member of the Committee. To make any associated recommendations on the outcome to Full Council.
- To receive and review staff probationary reviews and/or appraisals of the Deputy Clerk as undertaken by the Clerk and the Chair, or in their absence one additional member of the committee. To make any associated recommendations on the outcome to Full Council.

6. Complaints

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

5. Meetings

One meeting to be held quarterly to review all policies that relate to staff employment, staff contracts, job descriptions and training. Additional meetings to be convened by the Clerk or Sub Committee Chair when necessary to deal with grievance or disciplinary matters, recruit to staff vacancies or deal with other emerging staffing issues. Any councillor who is not a member of the Sub Committee may attend and participate in a group meeting as a non-voting member.

The Sub Committee has power to operate only as set out in these Terms of Reference.