

Kettering Town Council Terms of Reference for the Staffing Committee

1. The Staffing Committee is appointed by and solely responsible to Kettering Town Council.
2. The Committee's duties, as set out in these terms of reference, are defined and agreed by Full Council, which may vote, at any time, to modify, remove or increase the Committee's terms of reference.
3. Meetings are to be held as and when required.
4. Membership: The Committee will consist of no more than five councillors. Chairmanship of this Committee will be chosen at the first Staffing Committee Meeting of each municipal year. All members of the Committee are expected to represent the interest of the whole Council area. Any elected member can preside by agreement in the Chair's absence. A quorum will be a minimum of three elected members. There will be two named Councillors to act as substitutes to ensure that all meetings are quorate. All other members of the Council have the right to attend the meeting and make representations on the matters being discussed within the meeting.
5. Record of Proceedings: The Committee will meet as required to fulfil the responsibilities below, including making decisions about relevant staffing matters, subject to budget and expenditure limits decided by the Finance Committee. Written minutes will be taken to record the Committee's decisions and will be submitted for information, or for the determination of any recommendations it makes, to the next scheduled full Council meeting. The Clerk will be responsible for arranging the recording and distribution of the minutes.
6. Responsibilities: The committee has delegated authority from the Council to fulfil the following responsibilities:-
 - a. Recruitment of the Clerk, via an interview panel consisting of three members of the Staffing Committee.
 - b. Helping ensure that a staffing framework and culture exists within the Council which nurtures wellbeing, productivity, treats staff equally and with respect, values diversity and supports staff to give their best, including through suitable training, development and management
 - c. Reviewing and making recommendations on the staffing structure, pay and conditions, in consultation with the Finance and Governance Committee when needed
 - d. Drafting, implementing, reviewing, monitoring and revising employment, training and development policies and making related recommendations to the Council.
 - e. Ensuring that suitable HR arrangements and insurances have been reviewed and established. Including keeping under review staff working conditions and health and safety matters.
 - f. Agreeing any performance management system, and conducting annual appraisals for the town clerk.
7. In addition, the committee will, where required
 - a. Oversee any process leading to dismissal of staff (including redundancy)

- b . Monitor and address regular or sustained staff absence
 - c. Consider and make recommendations to Council regarding any appeal against a decision in respect of pay
 - d. Ensure appropriate arrangements are established for hearing a grievance or disciplinary matter for the Clerk (and any staff appeals)
8. The committee will need to determine some of its business in private in accordance with the legislation relating to meetings.