

STAFFING COMMITTEE

Terms of Reference

Version	Date	Review
1	June 2026	April 2027

1. Introduction

- 1.1. The aim of this Committee is to develop strategy and policy in all matters relating to human resources and to take employment related decisions on behalf of the Council where directed.
- 1.2. The Committee shall provide effective and professional staff management in all matters relating to the employees of the Council and to help ensure that the Council is exercising an adequate duty of care for all of its employees.
- 1.3. The Staffing Committee has delegated powers to act on behalf of the Full Council in relation to the defined terms of reference. Any recommendations outside the Staffing Committee's terms of reference shall be made to the Full Council.
- 1.4. The Staffing Committee shall be administered and managed in accordance with these Terms of Reference and the Council's Standing Orders.

2. Membership

- 2.1. The Staffing Committee shall consist of five Town Councillors.
- 2.2. The Chair of the Town Council shall not be a member of this committee.
- 2.3. The Chair and Vice-Chair of the Staffing Committee are to be elected annually at the Annual Meeting of the Town Council and shall hold office until the next Annual Council Meeting.
- 2.4. Three members of the Committee shall constitute a quorum.
- 2.5. In the event of the resignation, death or disqualification of a Councillor during the year any vacancy on the Staffing Committee will be filled at the next meeting of the Full Council.
- 2.6. Substitutions are not permitted in the event of a Member's absence from a meeting of the Staffing Committee.
- 2.7. The Town Clerk will call Staffing Committee meetings as and when necessary.
- 2.8. Members will be summoned to attend meetings which will usually be held at Barnoldswick Civic Hall.
- 2.9. Public notice of meetings shall be given in accordance with Schedule 12, Paragraph 10(2) of the Local Government Act 1972.
- 2.10. The first item of business on the agenda of a Staffing Committee meeting will make provision for the Committee to resolve, where necessary, to exclude members of the public under the Public Bodies (Admission to Meetings) Act 1960.

3. Documentation

- 3.1. Minutes of all meetings will be recorded by the Town Clerk and circulated for approval at Full Council meetings.
- 3.2. Reports, documents and correspondence relating to this Committee may remain confidential within the Council.

- 3.3. All correspondence shall be conducted through the Town Clerk.

4. Scope

- 4.1. The Staffing Committee to have full delegated powers to consider and take decisions on the Council's staffing levels and requirements within the budget of the Council.
- 4.2. The Staffing Committee to have full delegated powers for the recruitment and selection of all staff, with the exception of the post of Town Clerk/RFO (see 5.4 below). The Committee will follow the provisions of the council's recruitment policy.
- 4.3. Applicants will be short-listed by the Staffing Committee and Town Clerk. Successful short-listed applicants to be interviewed by two members of the Staffing Committee and the Town Clerk, who will submit a recommendation to the Staffing Committee to ratify the appointment of a new member of Staff.
- 4.4. The Staffing Committee will have delegated powers to recruit and short list applicants for the post of Town Clerk/RFO. The successful short-listed applicants to be interviewed by a panel of three members of the Staffing Committee. A recommendation from the Staffing Committee will be submitted to full council to ratify the appointment of a new Town Clerk/RFO.
- 4.5. The Staffing Committee to have delegated powers to review job descriptions, person specifications, staff establishment (including promotion and re-grading) and to approve contracts of employment.
- 4.6. The Staffing Committee to have delegated powers to consider pay awards, increments and payroll management and make recommendations to the Full Council.
- 4.7. The Staffing Committee will submit proposals in respect of salaries and training of all staff to the full Council, not later than the end of January each year.
- 4.8. The Staffing Committee to have delegated powers to consider and implement any changes, which are required to comply with Employment Law and Health & Safety Law.
- 4.9. The Staffing Committee to have delegated powers to review the Staff Handbook
- 4.10. The Staffing Committee to have delegated powers to administer the Council's Disciplinary and Grievance Procedures.
- 4.11. The Chair of the Staffing Committee is to act as Line Manager to the Clerk/Responsible Financial Officer and to direct the Clerk in his/her role and responsibilities.
- 4.12. The Staffing Committee to have delegated powers to carry out annual staff appraisals. Staff appraisals will be carried out by the Chair or another member of the Staffing Committee and the Town Clerk. The Town Clerk's appraisal will be carried out by two members of the Staffing Committee, to include the Chair.
- 4.13. The Staffing Committee to have delegated powers to review staff pension arrangements and make recommendations to the Full Council.
- 4.14. The Staffing Committee reserves the right to refer any decision back to Full Council for consideration as and when necessary.

5. Review

- 5.1. The Staffing Committee's Terms of Reference are to be reviewed annually at the Annual Meeting of Barnoldswick Town Council.