Bargoed Town Council

**Human Resources & Staffing SUB-COMMITTEE**

**MEMBERSHIP AND TERMS OF REFERENCE**

**Purpose of staffing committee:**

This sub-committee is appointed to make decisions about all staffing matters, subject to budget and expenditure limits decided by Bargoed Town Council. The committee is appointed to develop strategy and policy in all matters relating to Human Resources; to provide effective and professional staff management of all matters related to the employees of the council.

1. **Membership**
2. The Committee shall be re-appointed at the Annual meeting of the Town Council.
3. The Staffing Committee to consist of 5 members, (both genders should be represented)
4. The Chairman and Vice-Chairman are to be elected annually by the Staffing Committee at the first meeting after the Annual Council meeting of Bargoed Town Council and shall hold office until the next Annual Council meeting
5. **Quorum**
6. No business may be transacted at a meeting unless at least 3 Members of the sub-committee are present.
7. **Training**(i) At a minimum Members of this committee are required to undertake training in respect of the Council as an Employer.
8. **Standing Orders**
9. The Town Council’s Standing Orders will apply to all meetings of the sub-committee.
10. In accordance with Standing Order 7 this sub-committee has full delegated powers and reports to the Policy and Resources Committee.
11. **Meetings**
12. The Clerk will call Staffing sub-committee meetings as and when necessary.
13. The Code of Conduct adopted by Council shall apply to Councillors in respect of the entire meeting.
14. **Terms of Reference**
15. To draft, implement, review, monitor and revise policies for staff
16. To oversee the recruitment and appointment of staff
17. To arrange execution of new employment contracts and changes to contracts
18. To oversee any process leading to dismissal of staff (including redundancy)
19. To keep under review staff working conditions, and health and safety matters
20. The Staffing sub-committee to have delegated power to consider and implement pay awards, increments, review pay and undertake payroll management including consideration of any appeal against a decision in respect of pay.
21. The Staffing sub-committee to have delegated power to review staff pension arrangements.
22. The Town Clerk to have delegated power to carry out annual staff appraisals and to review Personal Development Training Plans (in October each year) and a Member of the Human Resources & Staffing Committee, who is delegated as line manager to the Clerk, to carry out the Town Clerk’s staff appraisal reporting back to the Human Resources & Staffing Committee.
23. The Staffing sub-committee to be responsible for the preparation and submission of budget proposals in respect of salaries and training for all staff to the Policy and Resources Committee (not later than 30 November each year)
24. The Town Clerk, as the Councils Senior Officer to have delegated power to manage attendance, short term sickness absence, return to work interviews, annual leave, maternity leave, paternity leave, adoption leave, carer’s leave, compassionate leave, flexible leave requirements, and staff inductions in line with current agreed council policies.
25. The Town Clerk to have delegated power after consultation with the Staffing sub-committee to progress any staffing matters with Caerphilly County Borough Council’s HR Department.

**Discipline & Grievance Hearings**

The Staffing Committee to have delegated power to elect a Disciplinary and Grievance Hearing Panel made up as follows:

Three panel members of mixed gender wherever possible (from within the Staffing Committee) with Two members acting as substitute panel members (from within the Staffing Committee) if necessary. All members serving on the Disciplinary and Grievance Hearing Panel should have undertaken the appropriate training

The Disciplinary and Grievance Hearing Panel to be given delegated power to make a decision on Disciplinary and Grievance matters on behalf of the Town Council, reporting the Panel’s decision to the Staffing sub-committee for information.

Only the Full Council can elect an Appeal Hearing Panel as follows:

Three panel members of mixed gender wherever possible (who are not members of the Staffing sub-Committee) with two additional members acting as substitute members if necessary (who are not members of the Staffing sub-Committee)

All members serving on the Appeal Hearing Panel should have undertaken the appropriate training

The Appeal Hearing Panel to be given delegated power to make a final decision on appeal matters on behalf of the Town Council reporting the Panel’s final decision to the Staffing sub-committee for information.

**In the event of the absence of the Clerk, the staffing sub-committee will delegate two Members to undertake payroll management.
Review -** The Staffing Committee’s Terms of Reference are to be reviewed annually at Annual Meeting.