



## KETTERING TOWN COUNCIL

### Staffing Committee Terms of Reference

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 remit.
3. Meetings are to be held as and when required or in accordance with the agreed calendar of meetings. Meetings dates may only be changed with the agreement of the chair and more than half of the membership of the committee.
4. Membership: The Committee will consist of three councillors. The Chairman will be the person appointed as Leader of the Council. Any elected member can preside, by agreement, in the Chair's absence. A quorum will be all three members. Each political group on the council may appoint one substitute each. All other members of the Council have the right to attend the meeting and make representations on the matters being discussed within the Public Forum.
5. Record of Proceedings: The Committee will meet as required to fulfil the responsibilities below. Written minutes will be taken to record the Committee's decisions and will be received at the next full Council meeting. The Clerk will be responsible for arranging the recording and distribution of the minutes.
6. Some operational staffing matters are reserved to full Council who nevertheless should be advised by the Staffing Committee beforehand:-
  - the creation of permanent new posts in the Council's employment
  - changes in the remuneration of existing posts by 5% or more ,
7. Responsibilities: The committee has authority from the Council to fulfil the following responsibilities, in line with Financial Regulations and any other framework that is required in law or that the Council puts in place:-
  - a. Making recommendations to Council on
    - i. The staffing structure of the Council and/or the creation of permanent new posts
    - ii. The recruitment and appointment of a Town Clerk, via an interview panel consisting of the three members of the committee.

- iii. The adoption of, or amendments to, employment policies which affect all staff or groups of staff
  - iv. Changes to general terms and conditions for all employees
  - v. Changes to pay and remuneration as a result of any appeal against a decision in respect of pay
  - vi. The application of annual pay awards of 5% or more, in terms of remuneration
  - vii. Changes to terms and conditions for individual posts which represent a change of 5% or more in remuneration,
  - viii. The application of national terms and conditions and changes to them
- b. Determining procedures for the conduct of personnel management
- c. Determining changes to the remuneration of staff which are less than 5%, including annual pay awards.
- d. Agreeing any performance management system and conducting annual appraisals for the Town clerk.
- e. Creating temporary positions or appointing someone to be an interim postholder, for up to 9 months.
- f. The hearing of disciplinary appeals and overseeing any process leading to the dismissal of staff, including redundancy
- g. The hearing of grievance appeals
- h. The determination of disciplinary and grievance proceedings involving the Town Clerk
- i. Monitoring and addressing regular or sustained staff absence.