

RINGWOOD TOWN COUNCIL

STAFFING COMMITTEE

The Staffing Committee shall comprise four councillors appointed by the Council and shall report its proceedings, decisions and recommendations directly to meetings of the Council. Meetings of the Staffing Committee shall be clerked by the Town Clerk or, in the absence of the Town Clerk, the Deputy Town Clerk.

TERMS OF REFERENCE

1. To undertake within the overall policies and approved budgets of the Council the following duties and functions:-
 - i) The engagement of new employees (whether by recruitment, by transfer from another employer, or by any other means).
 - ii) The handling of grievances raised by members of staff at all stages (other than those grievances or stages of grievances being handled by the Clerk in accordance with the Council's Scheme of Delegation).
 - iii) The handling of procedures relating to the management of staff absence, capability, performance or discipline at all stages (other than those procedures or stages of matters being handled by the Clerk or other manager in accordance with the Council's Scheme of Delegation).
 - iv) Oversight and review of the Council's Staff Handbook and all Council policies relating to human resources management (including any policy relating to pay and/or contributions to pension provision).
 - v) The handling of any claims against the Council by any current or former employee or by any applicant for employment with the council.
 - vi) The annual review of the Town Clerk's performance (in such manner as it sees fit) and the making of recommendations to the Policy & Finance Committee with regard to the Town Clerk's pay.

2. The handling of complaints against councillors (especially allegations of breach of the Council's Code of Conduct) shall NOT lie within the Committee's remit.

DELEGATED POWERS

The following powers are delegated to the committee to be exercisable within the overall policies and approved budgets of the Council but otherwise at its discretion:

- A. To approve the engagement of new employees of the Council and settle the terms of such engagement (including advertising arrangements, recruitment

processes and the settling of job descriptions, person specifications and contractual terms).

- B. To approve the variation of the terms on which any Council employee is employed (including changes to job titles, job descriptions and relevant grades and pay scales).
 - C. To approve the terms of settlement of any grievance, disciplinary or other process relating to an employment relationship involving the Council.
 - D. To dismiss any employee of the Council.
 - E. To authorise the commitment or expenditure of Council funds where required for the proper performance of any duty or function falling within its Terms of Reference as set out above.
 - F. To authorise (prospectively or retrospectively) actions by or issue directions to act to the Town Clerk and/or the Deputy Town Clerk where required for the proper performance of any duty or function falling within its Terms of Reference as set out above.
 - G. To seek external legal or other advice or support on any matter falling within its Terms of Reference as set out above
 - H. To appoint a panel comprising at least three of its members to perform any function within its Terms of Reference as set out above and exercise any power delegated to it.
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Adopted: 25th September 2019