

Cyngor Cymuned Trefriw Community Council

Staffing Committee

TERMS OF REFERENCE

Adopted:

General Purpose:

The Staffing Committee was set up by the Full Council on 12 January 2021 to manage matters relating to Council employees including - but not restricted to - recruitment, performance, development, absence, health and safety / wellbeing, pay, dismissal and redundancy. (Minute No. 90.1). The original terms of reference have been amended to include reference to the Local Resolution Protocol, and re-adopted on 14 December 2021.

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Definition of terms

"Council employees" means persons directly employed by Trefriw Community Council and remunerated via the precept. "Employees" do not include Councillors or persons contracted to undertake work on behalf of the Council (e.g., tradespeople, auditors etc.).

Detailed Purpose

1. In line with [UK employment law](#) ensure appropriate checks and processes are followed for all Council employees with regard to: recruitment; terms and conditions of employment; data protection; holidays, working hours and pay (including sickness and other absence); health and safety regulations; maternity and parental rights; discrimination; discipline, grievance and dismissal procedures; whistleblowing; employment tribunals; TUPE; and redundancy.
2. Undertake an annual appraisal with each employee to discuss key achievements, overall performance, development requirements and any other matters arising. Put in place appropriate agreed action plans as required to address any issues highlighted. Outside the formal appraisal, members of the Staffing Committee should make themselves available to employees to discuss any matters of concern throughout the year.
3. Undertake an annual review of pay rates to take account of qualifications gained during the year.
4. Seek expert advice on staffing matters where required from a suitable body, e.g., the Chartered Institute of Personnel and Development, One Voice Wales, or the principal authority (Conwy County Borough Council).
5. In the event of disagreement between the Staffing Committee and the employee the remaining Councillors will form an appeal panel to hear all the facts of the case and decide on the appropriate course of action, taking expert advice as required. **Complaints made by the Clerk must be referred to the Public Sector Ombudsman for Wales.**

6. Implement the Local Resolution Protocol to deal with minor issues and complaints about Council members.

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Membership

- The Staffing Committee will have its membership determined by full Council.
- Membership shall consist of 3 Councillors.
- Current members: Councillors Kim Ellis, Jasmine Kelly (Chair) and Lucy Williams.
- Other bodies may be invited to assist the group to work on particular aspects or to provide expertise and information as above.
- Members will be appointed / re-appointed at a full Council meeting as required.

Powers and Accountability

- The Staffing Committee cannot make decisions on behalf of the Community Council and any recommendations made will be subject to approval by the full Council.
- The Staffing Committee must ensure that any costs attached to employee matters are fully costed and agreed by the full Council before being committed.
- An update following employees' annual appraisal will be provided to full Council at the next meeting. Updates on other employee matters will be provided as appropriate.

Review

- The purpose of the Committee will be reviewed by full Council once a year at the Annual Meeting of the Council, and more often if necessary.
- The Staffing Committee will have an indefinite life for the period that the Council is an employer.

Meetings

- The Staffing Committee will meet at least once a year with employees to conduct an annual appraisal.
- The Committee will meet on an ad hoc basis as required on other matters and update full Council at the next meeting.

Sharing of Information

- The Staffing Committee will share and retain information and resources in written or electronic form with group members and the Clerk as appropriate, and in accordance with the Data Protection Act 2018.

Scheme of Delegation

- The Staffing Committee is advisory and has no executive powers.