

Committee	FULL COUNCIL
Date	12 April 2021
Agenda Item	12

Wording for the terms of Reference for the Staff Advisory Committee

The wording of the terms of reference in the HTC Scheme of delegation in relation to the Staff Advisory Committee has been described by the Chairman as weak and poor, despite the fact that it was approved by the Full Council in 2019 and 2020.

See below the current wording :

Staff Advisory Committee

The Staff Advisory Committee shall consider the following matters and make recommendations to Full council:

- To hold at least 4 meetings per year on dates to be scheduled in advance
- Initially explore staffing matters; and report to Full Council
- Fill vacancies and appoint staff as directed by Full Council
- Review contracts of employment, employment policies, job specifications and rates of pay to report back to Full Council
- Appoint a sub-committee to deal with grievances/disciplinary issues, and carry out the annual appraisal of the Clerk as directed by Full Council

It is based on widely available models, and has much in common with the TOR for personnel/staffing committees of many other local councils: The wording for HTC should be edited and expanded to include the wording below:

The Staff Advisory Committee shall consider the following matters and make recommendations or report decisions to Full council:

- To hold at least 4 meetings per year on dates to be scheduled in advance
- Initially explore staffing matters
- Fill vacancies and appoint staff
- Review contracts of employment, employment policies, job specifications and rates of pay
- Appoint a sub-committee to deal with grievances/disciplinary issues, and carry out the annual appraisal of the Clerk
- To ensure that appraisals for all staff are carried out at least annually and are mutually agreed, documented and a summary is presented to Council with any recommendations and to ensure that any associated actions and outcomes from the appraisals are suitably monitored.
- Consider matters arising from the application of the council's disciplinary and grievance procedures and take all necessary action.
- As and when required under the council's disciplinary and grievance procedures, appoint an appeals panel, whose members will not be members of the staffing committee, and appoint the Chairman of the appeals panel who will initiate an appeals panel meeting.
- Consider recommendations from the appeal panel and take any necessary actions

Recommendation: that HTC adds the additional clauses to the wording in the terms of reference for the Staff Advisory committee

A handwritten signature in black ink that reads "Sarah Greateux". The signature is written in a cursive, slightly slanted style.

Sarah Greateux Town Clerk