



Hadleigh Town Council

The Guildhall
Market Place
Hadleigh
Suffolk
IP7 5DN
(01473) 823884

STAFFING SUB-COMMITTEE

The Staffing Sub-Committee reports to the Council Matters Committee for Town Council staff and to Hadleigh Market Feoffment Charity Committee for HMFC staff. Due to the confidential nature of business to be discussed, the Staffing Sub-Committee meetings will not be notified in advance to the public and will meet in private session where the press and public are excluded.

All Councillors will be notified of the Staffing Sub-Committee meetings, the heading of each item to be discussed but not the actual business to be discussed.

There will be no scheduled meetings of the Staffing Sub-Committee, instead meetings will be convened when needed.

The Staffing Sub-Committee is made up of 5 Councillors who may not necessarily be on the Council Matters Committee. It is responsible for the following:

Roles

- 1) All matters affecting the appointment, promotion, discipline, salary, and conditions of service of Town Council and HMFC staff, except for the Town Clerk post which should be considered at Full Council in confidence.
- 2) Overseeing all aspects relating to the day-to-day management of human resources of the Council and HMFC beyond the authority of the Town Clerk.
- 3) To promote the health, safety and welfare of staff in accordance with the aspirations of the Town Council to be a good employer and in accordance with Council policies;
- 4) To oversee arrangements for the appointment to the positions of the Council;
- 5) To periodically review and determine the terms and conditions of all staff,
- 6) To support the delivery of training for elected members and staff;
- 7) To conduct staff disciplinary and grievance matters as necessary, including appeals;
- 8) To undertake any other urgent HR related action.

Delegations

The Sub-Committee has delegated authority to make decisions on behalf of the Town Council and HMFC on the following matters:

- a) To arrange its own meetings and for all Councillors to be notified of the dates in advance
- b) To agree the appointments to the agreed staffing establishment (with the exception of the Town Clerk that will remain the duty of Full Council),
- c) To make recommendations on the processes leading to dismissal of staff (including redundancy);
- d) Recommend staff budgets and salaries, within the boundaries of the NJC pay scales and
- e) The Chair of the Staffing Sub-Committee shall be the preferred day-to-day contact for the Town Clerk for support, supervision, appraisal including handling leave requests, absences, informal grievances and informal disciplinary matters.
- f) To make decisions on human resources matters including work from home arrangements, job descriptions, leave requests, leave carry over requests and absence issues providing there are no financial implications and these will be notified to Council Matters or HMFC Committee;
- g) To conduct the Town Clerk's performance review
- h) To provide a report giving an overview of items discussed during meetings (without Confidential information) to Council Matters and HMFC Committee at every meeting
- i) To update Councillors on any issues which they have raised (but not discussing Confidential information)

Member Expertise

Due to the nature of the sub-committee's work, Councillors with some or all of the following experience and expertise would be a good fit for this sub-committee:



Hadleigh Town Council

The Guildhall
Market Place
Hadleigh
Suffolk
IP7 5DN
(01473) 823884

- i. Have had experience of staff management and/or recruitment.
- ii. Have current or previous relevant qualifications in the field
- iii. Have a good understanding of the following:
 - a. Equality Act 2010
 - b. What are 'protected characteristics' under the Equality Act
 - c. Recruitment good practice
 - d. The requirements that being a signatory to the military covenant brings
 - e. General Data Protection Regulations (GDPR) knowledge
- iv. Include at least one member of the HMFC Committee due to the staffing sub-committee having responsibility for HMFC staffing matters.
- v. Town Clerk will be an ex-officio member to ensure councillors receive relevant information and advice about staffing matters from the Proper Officer of the council who is responsible for staff management (e.g. 1:1's, appraisals etc.) and who will also be able to provide support around legislation etc. Town Clerk will not participate in any decisions or discussions relating to their own role – these decisions are taken by Full Council.
- vi. Must be able to build positive relationships with staff whilst also being able to stay professional given that councillors will on occasion need to take some hard decisions that may not be popular with staff.

There is a desire to have a mix of male and female members.

Training

Once members are voted on to the sub-committee, before their first sub-committee meeting, they should have at a minimum read the following:

- NALC – The Good Councillors Guide to being a good employer
- NALC – Legal Topic Note 38 Data Protection
- NALC – A GDPR Toolkit
- ACAS Code of Good Practice
- <https://www.gov.uk/guidance/equality-act-2010-guidance>
- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/85041/equality-duty.pdf
- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/85049/specific-duties.pdf
- <https://www.acas.org.uk/hiring-someone>
- <https://www.gov.uk/training-study-work-your-rights>

Attend SALC or other organisation HR/Recruitment Training including Unconscious Bias training.

Training records will be kept in the Town Council office so that the Town Council have a record of the informal and formal training sub-committee members have completed.