

# Ongar

Town Council

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## STAFFING COMMITTEE

### TERMS OF REFERENCE AND DELEGATED POWERS

1. The Staffing Committee is appointed by and solely responsible to Ongar 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 terms.
  - Meetings are to be held as and when required, but a minimum of twice a year.
  - Membership: The Committee will consist of no fewer than three councillors, including the Ongar Town Council chair.
  - A quorum will be a minimum of three elected members.
  - All members of the committee must agree to attend training on being a Good Employer and be issued a copy of NALC's Good Employer Guide.
  - Record of Proceedings: The Committee will meet as required to fulfil the responsibilities below, including:
    - making decisions about relevant staffing matters, within the budget and expenditure limits
    - Written minutes will be taken to record the Committee's decisions available for public information.
    - The Clerk will be responsible for arranging the recording and distribution of the minutes.
  - Responsibilities: The committee has delegated authority from the Council to fulfil the following responsibilities:
    - Recruitment and appointment for all members of staff, within the set budget as delegated by Full Council.
    - Helping to ensure that a staffing framework and culture exists within the Council which nurtures wellbeing, productivity, treats staff equally and

with respect, values diversity and supports staff to give their best, including through suitable training, development and management

- Reviewing and agreeing the staffing structure within the budget set by the Full Council.
  - Drafting, implementing, reviewing, monitoring and revising employment policies
  - Establishing and reviewing the salary pay scale reference points
  - Approving and implementing national pay awards and salary scale increments.
  - Ensuring that suitable HR arrangements and insurances have been reviewed and established.
  - Establishing and reviewing the performance management system (including annual appraisals and probationary reviews) and the training and development policy for councillors and staff
  - Oversee any process leading to dismissal of staff (including redundancy), making recommendations to Full Council for the decision.
  - Keeping under review staff working conditions and health and safety matters
  - Making recommendations on staffing-related expenditure to the Finance and Governance Committee as part of the budget setting process.
- To conduct and be responsible for all employee grievance and disciplinary action within the council, up to, but not including dismissal. The Town Clerk will conduct investigatory meetings into complaints or disciplinary matters that are raised concerning an employee. Where the complaint refers to the Town Clerk the Chairman and Vice-Chairman of the committee will conduct these investigatory meetings. They will report their findings to the whole committee. Complaints about councillors are referred to the Monitoring Officer for investigation, as per the ruling of para 103 of Cockerill LJ's, Ledbury. The findings of the Monitoring Officer will be reported to the Full Council where there is a case to answer, and recommendations made.
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  - When the committee is formed in May each year it will also provide the function of conducting formal discipline and grievance hearings with any employee of the council, when needed. When providing this function, the committee will also decide the outcome of the meeting and inform Full Council of their decision.
  - Appeals will be conducted by a separate panel of three councillors drawn from the Full Council as and when required.