****

**Staffing Sub - Committee**

**TERMS OF REFERENCE**

|  |  |
| --- | --- |
| Approved by the Governance Committee | September 2017 |
| Approved by Staffing Sub-Committee | 26th October 2018 |
| Amended by Governance Committee | 11th June 2018 GV1819/12.0 |
| Amended by Governance Committee | 11th February 2019 GV1819/83 |

The Sub-Committee will determine the Council’s policy and activity within its remit.

Specifically, the Sub-Committee will:

* Ensure employees’ contracts are reviewed annually and in line with statutory practice and with due regard to good practice.
* Monitor staff workloads and make recommendations to the Governance Committee
* Recommend to Governance Committee, the creation of new posts
* Make all arrangements for the appointment of new staff in line with any instructions, guidance or budget constraints given by Full Council or Governance Committee
* Monitor and Evaluate performance under any contract, in respect of outsourcing of HR, H&S and Employment Law and make recommendations to the Governance Committee
* Review procedures and recommend necessary changes to ensure that the Council complies with work place laws and regulations in respect of employees and volunteers
* Recommend to its parent Committee new or amended policies in relation to employment, volunteering and work place practices, especially those which relate to
* Health and Safety (specifically in the workplace)
* Dignity at Work
* Bullying and Harassment
* Lone Working
* Performance Management
* Input into reviews of any other Council policies which impinge on staff rights, responsibilities and working practices.
* Audit staff training and assess future needs
* Arrange, where feasible, for the inspection of and recommend improvements to the working environment.
* Communicate internally and externally through the proper channels
* Work co-operatively with internal and external partners
* To determine on complaints made against members of staff, in line with the Council’s Complaints Procedure’

The Sub-Committee may:

* Implement and review tasks from the Governance Committee.
* Spend within any delegated budget limits
* Make recommendations for changes to delegated budgets
* Formulate and recommend budget proposals to the Governance Committee to assist precept-raising

The Sub-Committee will be elected at the first meeting of the Governance Committee following the Annual Meeting of Council.

The Sub-Committee will have three councillor members, including the Chair and Vice Chair of council and will have a quorum of three councillors.

The Chair of the council will be the Chair of the Staffing Sub-Committee each year.

The Clerk will convene meetings of the Sub - Committee, take the minutes of meetings and action decisions arising from meetings

The Sub - Committee shall keep and ratify its own minutes. Draft minutes will be circulated to all members of the Governance Committee.

During consideration by the Committee of confidential matters, the press and the public will be excluded from meetings under the provisions of the Public Bodies (Admissions to Meetings) Act 1960 S1 (2), and these matters will be reported to Council as a confidential minute.

The Sub-Committee will meet twice per year, as per dates set by the Governance Committee. In addition, sometimes it may have to convene as and when required.

The Chair of the Sub-Committee may convene an extraordinary meeting of the committee or sub-committee respectively at any time.

The terms of reference shall be given to all Council members for information and shall be ratified at the first meeting after the Council’s annual meeting in May.