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**Staffing Sub - Committee**

**TERMS OF REFERENCE**

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| 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 |
| Approved Governance Committee | 17th April 2023 GOV2324/12 |
| Amended by Staffing Sub-Committee |  |

The Staffing Sub-Committee is appointed by Governance Committee who determines it’s terms of reference and retains oversight of all staffing matters.

The sub-committee may:

* Implement tasks set by the Governance Committee.
* Review and approve a range of existing policies related to staff, as set out below, and recommend any new policies or significant changes to Governance Committee
* Spend within any delegated budget limits (specifically withing existing staffing budgets)
* 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. To enable a continuous function, until a new committee is appointed each year, the existing committee members will remain, subject to them remaining as Councillors.

The Sub-Committee will have four councillor members, including the Chair and Vice Chair of council and will have a quorum of three councillors. Substitutes will be allowed in accordance with the Councils policy.

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

Specifically, the Sub-Committee will:

* Receive from the Clerk a written report of any changes in Employment law which impact on BTC, at the earliest opportunity and if possible before said changes come into effect, taking such action as required
* Receive from the Clerk written reports on changes at national level affecting BTC staff such as pay awards and annual leave entitlement, taking such action as required.
* Ensure employees’ contracts and the staff handbook are reviewed and updated regularly, in line with employment law and with due regard to good practice.
* Receive written reports from the Clerk as required on operational staffing matters such as Annual Leave, working hours, approved TOIL and workload management and take action as required.
* Consider and approve reports from the Clerk regarding staffing structures, roles and responsibilities which best enable the council to fulfil it’s responsibilities (as long as within existing budget limits)
* The Chair of Council will represent the committee as liaison contact with the Clerk on all day to day matters except those requiring a formal decision, which will be referred to this sub committee for resolution.
* Make all arrangements for the appointment of new staff to existing posts where vacancies arise, through an appointed Recruitment Panel with Terms of Reference.
* Monitor and Evaluate performance of 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,
* Review update and approve existing policies and procedures related to staff, making minor amendments, such as (but not exhaustively)
* Health and Safety (specifically in the workplace)
* Dignity at Work, Bullying and Harassment
* Lone Working
* Appraisal and Performance Management
* Email and IT policies
* Equal Opportunity policy

And recommend to Governance Committee any relevant new or amended policies.

* Input into reviews of any other Council policies which impinge on staff rights, responsibilities and working practices, including the council’s Business continuity plan.
* Receive from the Clerk a regular written report on staff training and 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, as an initial action, on complaints made against members of staff, in line with the Council’s Complaints Procedure’
* To determine on all matters regarding disciplinary and grievance matters in line with the Council’s policy, through the appointment of a Panel, which will report back to the Staffing Sub-Committee regarding any action to be taken.
* Recommend to Governance Committee the creation of new posts or deletion of posts, with rationale and budget details
* Review the Staffing budget, recommending to Governance Committee any proposed additions or deletions of posts, or changes which exceed the allocated budget.

Administration:

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 and formally noted at Governance meetings.

During consideration by the sub-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.

The sub-committee will meet at least four times per year, as per dates set by the Governance Committee. In addition, sometimes it may have to convene as and when required to deal with items requiring time limited action, and these meetings will be called by the Clerk in consultation with the Chair as ordinary meetings of the sub-committee.

The Chair of the sub-committee may convene an extraordinary meeting of the committee or sub-committee respectively at any time, or by any two members of the committee in accordance with the process for calling such meetings in Standing Orders.