

TENTERDEN TOWN COUNCIL - TERMS OF REFERENCE

Name of group	Staff and Employment Sub-Committee
Membership and appointment	Membership is to comprise – (a) Any member or members of the Council's Finance & General Purposes Committee nominated by that Committee from time to time to serve on this Sub-Committee and (b) such other councillors and non-councillors as the Sub-Committee may from time to time co-opt for periods of up to one Council year at a time
Chairing	The Sub-Committee shall elect its own chairman for such a term as it thinks fit, not exceeding one Council year at a time, and may change chairman as it thinks fit, in each case on the basis of a vote by the majority of the Sub-Committee members in attendance
Frequency of meetings and quorum	The Sub-Committee shall meet as often as it deems appropriate to fulfil its functions and exercise its delegated authority (if any). A quorum shall be more than half of the councillors nominated or co-opted to the Sub-Committee. Non-members of the sub-committee may only attend if invited by the sub-committee. Only the date of the sub-committee meeting (not its agenda items) is to be published or distributed under Standing Order 3(b).
Record of meetings	<p>The Sub-Committee shall at each meeting by majority vote nominate one of its members to take minutes of that meeting. Such minutes, and all communications between Sub-Committee members, shall be confidential and restricted to the members of the Sub-Committee (and the Town Clerk, to the extent the sub-committee decides), unless the F&GP Committee or the Town Council decides otherwise and such decision is duly minuted.</p> <p>Where the Sub-Committee is involved in meetings with third parties and no formal minutes are taken, a member of the Sub-Committee shall report to the F&GP Committee on the discussion at, and outcome of, such meetings. Such discussions and outcomes shall be confidential and restricted to the members of the Sub-Committee unless the F&GP Committee or the Town Council decides otherwise and such decision is duly minuted.</p>
Reporting mechanism	The Sub-Committee shall report to the F&GP Committee as often and in such manner as the Sub-Committee deems appropriate in order to keep the F&GP Committee informed of progress, and also on request by the F&GP Committee. Such reports shall respect the confidential nature of the work undertaken by the Sub-Committee, and accordingly may be given in confidential session of the F&GP Committee or may be restricted to such information as can properly be made public.

**Functions &
delegated
authority**

The role of the Sub-Committee is to;

- (a) receive periodic reports from the Town Clerk as to any significant issues arising in respect of the Town Council's employees (including the Town Clerk) and their management
- (b) provide assistance and support to the Town Clerk in respect of the Town Clerk's management of the Council's other employees
- (c) provide assistance and support to the Town Mayor in relation to the line management of the Town Clerk
- (d) receive from the Town Clerk any formal or informal grievances by and Council employees and *either* endeavour to resolve such grievances informally *or* report them to the F&GP Committee for the formal grievance procedure to be invoked
- (e) arrange the annual appraisal of the Town Clerk, and approve and update the Town Clerk's employment contract and job description as appropriate
- (f) update Council employees' contracts of employment after advice from the Town Clerk
- (g) handle the procedure for the recruitment of the Town Clerk, including arranging interviews and reporting to the F&GP Committee on the merits of the individual candidates
- (h) maintain oversight of the Town Clerk's recruitment of other Council employees
- (i) handle the procedure for the termination of the Town Clerk's employment, including conducting an exit interview (if practical) and reporting to the F&GP Committee on the result
- (j) maintain oversight of the termination of other Council employees' employment
- (k) recruit any temporary assistance or locum cover that is required urgently.