

1. The Staffing Committee

1.1. Purpose of the Staffing Committee

The primary purpose of the Staffing Committee is to assist Berwick Town Council to manage the Chief Officer and the Operations Manager, their supervision of other staff, and provide scrutiny of responses to complaints received about staff or services.

1.2. Terms of reference of the Staffing Committee

- i A power to act as line manager for the Chief Officer and the Operations Manager, including conducting their appraisal, and scrutinizing their management of the staff teams,
- ii A power to determine complaints from members of the public about any staff, including the Chief Officer, or about services, which cannot be determined by the Chief Officer,
- iii A duty to consult with the public on complaints procedures and responses, in order to promote engagement of residents and to build trust in the Council.
- iv A power to consider which complaints or grievances made by staff, including the Chief Officer should be considered by a sub-committee of three or more councillors, and a power to nominate which councillors should consider that complaint or grievance,
- v A duty to consider appeals from members of staff about decisions made by the Chief Officer or Operations Manager concerning their employment or performance,
- vi A duty to review the resources available to Council, including staffing levels, to determine whether they are appropriate for Council's objectives,
- vii A power to decide issues covered by Part Two and Three of the NJC single status agreement (the Green Book) which covers staff terms and conditions,
- viii A duty to oversee implementation of health and safety systems and precautions by all Council staff in order to protect staff and the public in the delivery of Council activities and services, and
- ix A duty to review the staff training register at least twice annually.