

Great Withingham Parish Council Employment Committee Terms of Reference

Adopted by Great Withingham Parish Council on 12 May 2022.

Revised by Great Withingham Parish Council on 19th January 2023.

Wording updated May 2023 to reflect 'Employment' replacing 'Staffing' where mentioned within the original document.

Committee

The Employment Committee is constituted as a Committee of Great Withingham Parish Council. It has been set up to deal with staffing and personnel matters. The Employer is Great Withingham Parish Council, the Employment Committee provides the function of a line-manager for staff. The Clerk is the line-manager for any other staff.

Meetings

Meetings will be held as required. Minutes of the Committee will be circulated to all Members of the Council and signed by the Chairman of the Employment Committee at its next meeting.

Confidentiality

All Members must preserve confidentiality of individual staffing matters pertaining to the business of the Committee.

Members and Voting

Membership of the Committee shall be a minimum of three councillors, elected by the Council.

The Committee Chairman is to be elected annually at the first employment meeting following the Annual Parish Council meeting. Quorum of the Committee shall be three members.

Only those appointed may vote at a meeting. In the case of an equal vote the Chairman of the Employment Committee shall have a second or casting vote.

If the Employment Committee is required to address an urgent issue but is not quorate, an additional Council meeting shall be lawfully called as soon as practicable to consider the issue.

Delegated Powers

The Employment Committee has the following delegated authority:

- To keep under review the safety and well-being of Parish Council employees and to ensure that the Council complies with all legislative requirements relating to employment.
- To agree and review staffing structures, contracts of employment, salaries, terms and conditions, job descriptions and person specifications for staff for recommendation to full council.
- To oversee the recruitment and termination process for Council employees.
- To ensure that an annual performance appraisal for employees of the Council is carried out by two committee members.
- To review and recommend policies as they relate to Parish Council employees and to take to the Parish Council for approval as necessary in line with the appropriate policies, Standing Orders and Financial Regulations of the Council.
- To oversee any employment processes in accordance with employment policies.