

## EARNLEY PARISH COUNCIL

### EMPLOYMENT COMMITTEE TERMS OF REFERENCE

1. The Committee will be elected annually at the Annual Meeting of the Parish Council.
2. The Employment Committee shall consist of not less than three councillors. The Chairman of this Committee shall not necessarily be the Parish Council Chairman.
3. The Quorum for the Committee will be three. And will, (if possible) be balanced for gender and ethnicity considerations.
4. The Committee may co-opt any person in an advisory capacity. This person(s) shall not be a voting member of the Committee.
5. The Committee will establish hearing panel and appeal panel annually.
6. The Committee will be responsible for employment issues as follows:
  - a) To consider terms of employment, job description and salary scale for any employed post to Earnley Parish Council and present a final draft to the Council for consideration and approval. Taking as its basis the nationally agreed terms and conditions and contracts of employment produced by the National Association of Local Councils and the Society of Local Council Clerks.
  - b) To advertise, select and interview any person(s) considered for employment by the Council and to make recommendations, as to the suitability of the applicant(s), to the Council based on the interviews conducted. Using the model specimen documents and advice provided by the Society of Local Council Clerks or the National Association of Local Councils.
  - c) To carry out an annual appraisal for each employee no later than March each year. A recommendation, based on this appraisal, will be made to the Council with regard to any pending annual increment for the next financial year.
  - d) To consider any amendments to the Contract of Employment and Job Description as put forward by either the Council, the Employee or any professional body (NALC, SLCC etc) and recommend to the Council any action considered necessary.

- e) To investigate any complaint relating to any employee of the Council and take any action necessary and report to Council, taking into account the need to preserve the principle of natural justice and to be mindful of the requirements of the Employment Act 2008 and Dispute Resolution Procedures and the ACAS Code of Practice.
  - f) To consider all Health & Safety aspects in relation to the Councils role as an employer.
7. To determine the training and qualification needs for the Council and Staff.
8. To have a minimum of one meeting per year.
9. These terms of reference are to be reviewed at the Annual Meeting of Earnley Council

Adopted on: 26 January 2017 Minute No: 08.17(2)

Review: January 2019