

Wortham & Burgate Parish Council

Employment Committee Terms of Reference

Wortham & Burgate Parish Council (the Parish Council) Employment Committee Terms of Reference

Role of the Employment Committee:

To consider terms of employment, job description and salary scale for any person employed by the Parish Council. To advertise and interview any person(s) being considered and to carry out annual appraisals and review contract amendments and health and safety requirements.

Terms of Reference:

1. The Employment Committee will comprise of at least three (3) Councillors or as agreed at the annual meeting of the Parish Council.
2. The quorum for the Employment Committee will be that 100% of the Committee members are present.
3. The Committee must meet at least two (2) times in each calendar year.
4. The Committee will be responsible for employment issues as follows:
 - 4.1 To consider terms of employment, job description and salary scale for any employed post to Parish Council and present a final draft to the Parish Council for consideration and approval. Terms of employment to be based on the nationally agreed terms and conditions and contracts of employment produced by the National Association of Local Councils, the Society of Local Council Clerks, the Data Protection Office and the Pensions Office.
 - 4.2 To advertise, select, and interview any person(s) considered for employment by the Parish Council and to make a recommendation as to the suitability of the applicant(s). 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.
 - 4.3 To carry out an annual appraisal for each employee on an appropriate date. A recommendation, based on this appraisal, will be made to the Parish Council with regard to any pending annual increment for the next financial year. This will include any retrospective payments due.
 - 4.4 To consider any amendments to the Contract of Employment and Job Description as put forward by either the Parish Council, the employee or any professional body (NALC, SLCC etc) and recommend to the Parish Council any action considered necessary.
 - 4.5 To investigate any complaint relating to any employee of the Parish Council. Report its findings to the Parish Council, prior to any action being taken. Taking into account the need to preserve the principle of natural justice and to be mindful of the requirement of the Employment Act 2002 – Dispute Resolution procedures.
 - 4.6 To consider all Health & Safety aspects in relation to the Parish Councils role as an employer.
5. The Terms of Reference under which this Committee operates will be reviewed every three (3) years.

5.1. Reviewed 9 November 2004

5.2 Amended as per Minute Reference 4.4 5th July 2005

5.3 Reviewed 15 May 2005

5.4 Amended as per minute reference 18 20th January 2009

5.5 Amended as per minute reference 13 10th January 2017

5.6 Reviewed, amended and adopted as per minute reference 15.7 7th September 2021

