

Boyton Parish Council - Employment Committee

Terms of Reference

Membership

- Membership of the Committee is three councillors
- Membership of the Committee shall be determined at the Annual Meeting of the Council
- The Committee shall appoint a Chair by election from members of the Committee at the first meeting after the Annual meeting
- The Committee is to comprise only of councillors

Quorum

The quorum necessary for the transaction of any business shall be two. If the number of Councillors, who are members of the Committee (not including those debarred by reason of a declared interest) falls below the required quorum then the meeting shall be adjourned and business not transacted shall be transacted at either the next full Council meeting or at the next meeting of the Committee or on such a day as the Chair may fix.

Frequency of Meeting

The Committee will meet annually or as and when necessary to discuss relevant employment issues.

Notice of Meeting

The Clerk will call a meeting of the Committee at such time as agreed by the Committee Chair and publish the agenda following standard Council practice.

Minutes of the Meeting

All meetings of the Committee shall be minuted by the clerk and the minutes agreed by the Committee at its next meeting. The minutes shall then be published according to standard Council practice. Draft minutes may be published with the agreement of the Committee, so long as it is clearly indicated that they are draft and could be subject to change at a later date.

Area of Responsibility

The Employment Committee has delegated authority to:

- Arrange for production of and signing off of Employment (personnel) policies
- To be the focal point of all staffing issues and consider and make recommendations to Full Council on any staff- related issue
- To keep up to date with developments in employment law and check that the Council complies with the appropriate requirements
- To keep up to date with developments in staff related Health and Safety law and check that the council complies with appropriate requirements including risk assessments
- To monitor that the Council follows the best practice in providing good working conditions for its staff including the provision of office accommodation and equipment
- To conduct a review of contracts, staffing policies and procedures in place on a regular basis
- To ensure all staff have an annual appraisal
- To approve job descriptions and take a lead on the recruitment and selection of staff
- To make recommendations to Full Council on staff remuneration
- To determine the training and qualifications needs
- To oversee any process which may lead to dismissal of staff (including redundancy).

Confidentiality

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

It should be noted that much of the work conducted by this committee will by its very nature, be confidential and the public will normally be excluded by resolution at the commencement of the meetings as it is deemed to be prejudicial to the public interest.