

STREETHAY PARISH COUNCIL



Website: www.streethayparishcouncil.gov.uk

Email: clerk@streethayparishcouncil.gov.uk

STREETHAY PARISH COUNCIL EMPLOYMENT COMMITTEE TERMS OF REFERENCE

Adopted: 21st May 2024

Version Control: V1.2

Last Review: 19th May 2026

Review Schedule: Annually

Members

4 Parish Councillors appointed annually at the Annual Meeting of the Parish Council as voting members. The quorum of the Committee shall be 3 Members.

Only those appointed may vote at a meeting, with the Chairman of the Committee having a second or casting vote to use in the case of a tie.

Chairman and Vice-Chairman

The Chairman and Vice Chairman are to be elected annually by the Committee at their first Meeting.

Meetings

One meeting will be held every year to review all staff contracts and job descriptions and associated HR policies. Otherwise meetings will be convened as and when necessary. When meetings are held with the public excluded due to the confidential nature, all Members must preserve confidentiality of all individual staffing matters pertaining to the business of the Committee, including from other Councillors, unless otherwise stated.

Responsibilities

The Employment Committee has the delegated authority from the Parish Council:

STREETHAY PARISH COUNCIL



Website: www.streethayparishcouncil.gov.uk

Email: clerk@streethayparishcouncil.gov.uk

- To advise Council on issues of staff pay and conditions.
- To consider and recommend changes or updates to the terms and conditions of service and pension provision of employees.
- To annually review and appraise the performance of employees and to recommend adjustment of salary to the Council.
- To provide a line-manager function to the Clerk on behalf of the Council, overseen by the Chairman of the Committee, including responsibility for day to day matters, such as authorisation of holidays, sick leave and absence from work.
- To ensure the Council complies with all legislative requirements relating to the employment of staff.
- To deal with any staff disciplinary matters in accordance with the Council's Disciplinary Procedure.
- To deal with any staff grievance in accordance with the Council's Grievance Procedure.
- To periodically review all employment policies and procedures.
- Oversee the appointment and recruitment process of Council employees.
- To recommend to Council the appointment or termination of contract for the Clerk.
- To act on any other matters the Full Council explicitly delegates, either temporarily or permanently, to the Employment Committee.

Reporting to Council

The Employment Committee must report to Full Council when appropriate do so at the next available Full Council Meeting, in order that progress may be noted, and outstanding decisions may be ratified.