

# **MUNDESLEY-on-SEA PARISH COUNCIL**

## **EMPLOYMENT COMMITTEE**

### **TERMS OF REFERENCE**

#### **1. Committee**

The Employment Committee is constituted as a Standing Committee of Mundesley-on-Sea Parish Council.

#### **2. Members**

Four Parish Councillors appointed annually at the Annual Meeting of the Parish Council as voting members to include the Chairman, Vice Chairman and three other Members. The quorum of the Committee shall be three Members.

#### **3. Chairman and Vice-Chairman**

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

#### **4. 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, eg to deal with grievance or disciplinary matters, to recruit staff vacancies; or to deal with other emerging personnel issues.

Meetings will be in private rather than in public due to the confidential nature of business.

#### **5. Confidentiality**

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

#### **6. Terms Of Reference**

To review the Terms of Reference of the Employment Committee at the first meeting of the Committee after the Annual Council Meeting of Council or when necessary and make appropriate recommendations to Full Council.

## **7. Responsibilities**

The Employment Committee has the delegated authority from Mundesley-on-Sea Parish Council:

- To advise Council on issues of staff pay and conditions.
- To consider and recommend harmonisation of 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.
- Chairman of the Council to provide line-manager function for Clerk, 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, including Grievance and Disciplinary Procedures, and the Equality Policy.
- To oversee the appointment and recruitment process of Council employees.
- To recommend to Council the appointment or termination of contract for the Clerk.

## **8. Reporting to Council**

The Chair of the Employment Committee must report to Full Council in respect of those activities at meetings in order that progress may be noted and decisions ratified.