

## Ludgvan Parish Council

### Terms of Reference – Employment Committee

*Adopted by Council – 12 July 2023*

#### Governance

Number of Councillors to serve on the committee – three

Quorum – three Councillors

Term – appointed each year at the Annual Council Meeting

Chairman and Vice-Chairman – to be elected at the first meeting of the committee held after the Annual Council meeting.

Meetings – held when deemed necessary by the Clerk or the committee members

Delegated powers – delegated responsibilities granted by Council, as set out below (Function)

At times, agenda items may need to be considered after exclusion of the press and public from a committee meeting on the grounds that Exempt information may be disclosed as defined in the Local Government Act 1972 and Public Bodies (Admissions) Act 1960

#### Function

- i. To carry out the recruitment of staff, making recommendation to council. The appointment of Clerk/Responsible Finance Officer must be approved by Council.
- ii. To manage any process leading to the dismissal of staff. **If needed, the council will appoint an employment appeals panel, should a matter be called to appeal, and so the appeals panel to be councillors without previous involvement, and all staffing matters to be confidential to ensure that an appeal panel would approach a matter with open mind.**
- iii. Carry out an annual appraisal and performance review of the Clerk/RFO
- iv. Review annually the job description and contract of employment held by the Clerk/RFO and make recommendations for amendment to Council if deemed appropriate.
- v. To manage any job evaluation process
- vi. Review salaries annually and make recommendations to Council
- vii. Approve requests for training within the training budget for continuing personal development of staff
- viii. Councillors to undertake training as appropriate to be able to fulfil their roles on the Employment Committee
- ix. Review annually the salary budget and make recommendations to Council
- x. To review staffing policies and make recommendations for approval and adoption by Council
- xi. To deal with any staff disciplinary matter in accordance with approved and adopted policies and procedures, or ACAS or similar approved policy if there is not an appropriate policy of the Council
- xii. To seek external specialist HR advice if needed.
- xiii. Consider and implement any relevant changes to employment legislation
- xiv. Consider and implement changes to the 'Model Terms and Conditions of Service<sup>2</sup> as advised by the Society of Local Council Clerks and Cornwall Association of Local Councils.
- xv. Employment Committee recommendations to be made to Council
- xvi. Review of these terms of reference bi-annually or sooner if required.