



# **LITTLE MARLOW PARISH COUNCIL**

## **TERMS OF REFERENCE EMPLOYMENT & HR COMMITTEE**

Resolved at the Council Meeting 17<sup>th</sup> August 2021

### **1. Members**

Three to Five Parish Councillors appointed annually at the Annual Council Meeting to include the Chairman. The Committee is a committee of the Full Council and shall operate within the terms of reference set by Little Marlow Parish Council.

At the first meeting following the Annual Council Meeting the Committee shall, before proceeding to any other business, elect a Chairman and Vice Chairman who shall hold office for one year. Meetings will be held on a needs basis.

### **2. Quorum**

The quorum of the Committee shall be Three Members.

### **3. Voting**

Only the members of the Committee may vote. In the case of an equal vote the Chairman shall have a second or casting vote.

### **4. Interests**

If a Member has a personal interest as defined by the Code of Conduct adopted by the Parish Council then he/she shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.

N.B. If a Member who has declared an interest then considers the interest to be prejudicial, he/she must withdraw from the room during consideration of the agenda item to which the interest relates.

### **5. Terms of Reference**

The Terms of Reference will be reviewed at the first meeting of the Committee after the Annual Council Meeting of Council or when necessary and appropriate recommendations made to Full Council.

### **6. Minutes**

All Minutes shall be open for inspection by any Member of the Parish Council, if appropriate.

### **7. Admission of the Public and Press**

The Public and Press may be excluded from these meetings as in accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 1960, a Council may, by resolution, exclude the Press and Public from the meeting by reason of the confidential nature of the business to be transacted.

### **8. Responsibilities**

The Committee is responsible for all matters relating to the employment and welfare of the Council's employees.

### **9. Meeting Duration**

The Employment & HR Committee meeting will be held for a maximum of 2 hours, with any unfinished business being taken at the beginning of the next meeting.

### **10. Specific Delegated Powers:**

- i. To review staffing structures and levels and make recommendations to the Council.
- ii. To agree contracts of employment, job descriptions and person specifications for prospective staff and review these annually for existing staff.
- iii. To carry out the Clerk/RFO appraisal and share a summary with Council.
- iv. To review staff salaries following publication of any new pay scales recommended by the National Joint Council for Local Government Services and after completion of staff annual appraisals make recommendations to Council.

- v. To carry out the recruitment of staff, co-opting additional members to the Committee when necessary and recommend appointments to Council.
- vi. To undertake disciplinary investigations and hold disciplinary hearings in accordance with the procedures set out in the Council's Disciplinary Policy and Procedures.
- vii. To appoint an appeals panel in the case of any appeal against disciplinary action in accordance with the procedures set out in the Council's Disciplinary Policy and Procedures.
- viii. To deal with any grievances in accordance with the procedures set out in the Council's Grievance Policy and procedures.
- ix. To ensure measures are in place to safeguard the health and safety at work of all Council employees in line with the Council's health and safety policy.
- x. To review all Council policies that relate to staff employment and welfare on an annual basis.
- xi. To ensure the Council complies with all legislative requirements relating to the employment of staff.

**Last Reviewed: 17<sup>th</sup> August 2021**

**To be Reviewed: ACM – May 2022**