

Wexham Court Parish Council (WCPC)

EMPLOYMENT COMMITTEE- TERMS OF REFERENCE AND FUNCTION

1. **Members;** Six Parish Councillors appointed annually at the Annual Meeting of the Parish Council to include the Chairman and Vice Chairman of the Council.
2. **Chairman;** The Chairman and Vice Chairman of the committee is to be elected annually by the Committee at their first Meeting.
3. **Meetings;** the meetings shall be convened by the clerk at the request of the Chairman or three members of the committee or the chairman of the council in order to carry out the function of the committee.
4. **Quorum;** the quorum of the Committee shall be three Members.
5. **Minutes;** the minutes of the meeting shall be taken by the clerk and in his/her absence (or where the issues are being discussed about the clerk) any member of the committee may be asked by the chairman to take minutes of the meeting.
6. **Review;** These terms of reference shall be reviewed on annual basis and presented to the Annual meeting of the Parish council.
7. **Voting;** only the members of the committee may vote and participate at a meeting. In the case of an equal vote, the Chairman shall have a second or casting vote.
8. **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.
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.

9. **Admission of the Public and Press;** The Public and Press may not be admitted to these meetings as "In accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item".
10. **Responsibilities:** The Committee is responsible for the employment and welfare of all employees.
11. **Procedures:** 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 and may be summoned by the clerk, chairman of the committee or chairman of the council.
12. **Terms of Reference;** to review the Terms of Reference of the employment Committee at the first meeting of the Committee after the Annual Meeting of the Parish Council or when necessary and make appropriate recommendations to Full Council.
13. **Meeting Duration;** The employment Committee meeting be for a maximum of 2 hours, with any unfinished business being taken at the beginning of the next meeting. In exceptional circumstances the meeting may be extended with a vote taken by Members present.

Delegated Powers:

- i. To review staffing structures and levels and make recommendations to the Council.
- ii. To agree and review annually contracts of employment, job descriptions, person specifications for staff and to review the Clerk/RFO performance.
- iii. To review staff salaries and terms of conditions and make recommendations to the Council.
- iv. To appoint, from its membership, a recruitment panel as and when required and recommend appointments to the Council.

Recruitment panels will normally include at least three members.

- v. To appoint, at least three members to act as a disciplinary panel as set out in the Green Book and an appeals panel in the case of any appeal against disciplinary action.
- vi. To appoint members to hear any formal grievance.
- vii. To review health and safety at work for all Council employees.
- viii. To review all Council policies that relate to staff employment on an annual basis.
- ix. To ensure the Council complies with all legislative requirements relating to the employment of staff.