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# WINKLEIGH PARISH COUNCIL EMPLOYEE COMMITTEE TERMS OF REFERENCE

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Effective 24<sup>TH</sup> May 2018



# WINKLEIGH PARISH COUNCIL EMPLOYEE COMMITTEE TERMS OF REFERENCE POLICY

This procedure is a document that sets out Winkleigh Parish Councils approved and agreed practices. Any deviation must be by resolution of the full Council.

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## EMPLOYEE COMMITTEE

### 1. Committee

The Employment Committee is constituted as a Standing Committee of Winkleigh Parish Council.

### 2. Members

A Minimum of 3 Parish Councillors appointed annually at the Annual Meeting of the Parish Council  
The quorum of the Committee shall be three Members.

### 3. Chairman

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

### 4. Meetings

Held as required, in addition at least one annual meeting prior to 1<sup>st</sup> April, to review Clerk contract and job description, carry out annual appraisal to include recommendation for pay scale increment, 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 under **Local Government Act 1972, 12A Part II** confidential 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 throughout the year in light of working practices and make appropriate recommendations to Full Council.

### 7. Responsibilities

The Employment Committee has the delegated authority from Winkleigh 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 covering urgent matters in absence of the Clerk, such as holiday cover, sick leave and other 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.
- All members of the Employee committee to be registered as Data Control Processors to comply with the Data Protection Act
- The Chairman of the Council in consultation with one other designated Committee Councillor, to undertake emergency actions as listed below, in the absence of the Clerk due to holiday, sickness or unforeseen circumstances unless/until a locum is appointed,
  - Approve any emergency expenditure in accordance with Standing Orders and Financial Regulations if ‘Action’ required before the Clerk returns;
  - Monitor incoming emails to Council email address
  - Planning application notifications – circulation by email to Cllrs
  - Act upon urgent emails requiring ‘Immediate Action’ before the Clerk is due to return to work, keeping a history of actions and responses to update Clerk on return to duty.

## 8. Reporting to Council

The Chair of the Employment Committee must provide a written report to Full Council at the next Parish Council Meeting in respect of those activities and recommendations at meetings, or in absence of the Clerk in order that progress may be noted and decisions ratified.