

Employment Group

Terms of Reference

1. PURPOSE

The purpose of the Employment Group is to make recommendations to the Council and deal with employment and human resource related matters.

2. REVIEW POINT

These Terms of Reference may be reviewed at any time by the Council to ensure they remain appropriate for the requirements of the Parish Council.

3. SCOPE OF ACTIVITIES

- (a) To review the pay and conditions of employment for all employees and to update these as necessary to comply with the law and with good practice.
- (b) To recommend the staffing levels necessary to effectively discharge the work required by the Council and to review workloads periodically. Where necessary, oversee the recruitment and selection process.
- (c) To review and monitor the health and safety of employees by providing working spaces, tools and equipment and ensure training is facilitated to safeguard their health and safety at work.
- (d) To undertake reviews of working practices and procedures of the Council.
- (e) To undertake regular employee appraisals of both employed and self-employed staff.
- (f) To undertake reviews of risk assessments for all employees and volunteers, as necessary.
- (g) To devise and negotiate employment contracts with employees and review and formulate job descriptions to reflect the Council's requirements and situations.
- (h) To formulate all policies and procedures relating to employees to reflect the Council's requirements.
- (i) To take up any additional tasks assigned to it by the Council, as appropriate.

Staplehurst Parish Council

4. MEMBERSHIP

- (a) The Group will consist of Parish Councillors, appointed and ratified by the Council, including the Chairman and Vice-Chairman as ex-officio members. The membership of the Group may be reviewed at any time by the Council.
- (b) Members of the Group acting, claiming to act or giving the impression of acting as a representative of the Group, must adhere to the Council's policies and procedures, including the Council's Code of Conduct.

5. CHAIR OF THE GROUP

The Chairman of the Council will automatically become the Chair of the Group for the following year, following Group members' appointment.

6. REPORTING

The Group will report to the Council on a regular basis, by providing notes of their meetings and where appropriate, the Group will provide reports, stating their recommendations and rationale, including sufficient detail to enable the Council to make an informed decision.

7. POWERS/AUTHORITY

- (a) The Group is established as a working group of the Parish Council in accordance with Standing Order 4.4. It may therefore inform, advise and make recommendations to the Council but it has no power of commitment except as set out in 7(b) below.
- (b) The exception to 7(a) is where the Council has delegated powers and/or authority for a specific purpose, or as otherwise allowed by the provisions of the Council's Standing Orders and Financial Regulations.

First approved: 5th June 2017 (Min 1622)

Review dates and minute number

21st May 2018 (Min 1698)

13th May 2019 (Min 1761)

29th June 2020 (Min 1842)

Next Review date: July 2021