



TERMS OF REFERENCE FOR THE EMPLOYMENT COMMITTEE OF SHIFNAL TOWN COUNCIL

Committee

The Employment Committee is constituted as a Standing Committee of Shifnal Town Council.

Members

A minimum of five Councillors appointed annually at the Annual Meeting of the Town Council as voting members to include the Chairman, Vice Chairman and three other Members.

Two reserve members to be appointed.

The quorum of the Committee shall be three Members.

Voting

Only those appointed may vote at a meeting. In the case of an equal vote the Chairman of the Committee shall have a second or casting vote.

Interests

If a Member has a personal interest as defined by the Code of Conduct adopted by the Town 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.

Chairman and Vice-Chairman

The Chairman and Vice Chairman are to be elected at the annual Town Council meeting in May of each year.

Meetings

Three scheduled meetings will be held every year to review all staff contracts, job descriptions and associated HR policies.

Additional meetings may be called to address any further matters in relation to staffing matters.

Meetings will be in private rather than in public due to the confidential nature of business.

Confidentiality

All Members must preserve confidentiality of all individual staffing matters pertaining to the business of the Committee.

Terms of Reference

To review the Terms of Reference of the Employment Committee at the Annual Meeting of the Council and when necessary the committee to make appropriate recommendations to Full Council.

Responsibilities

The Employment Committee has the delegated authority from Shifnal Town Council:

- To advise Council on issues of staff pay and conditions. Agree actions or recommendations for HR advice and support in regards to staff terms and conditions.
- To consider and recommend 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 Employment Committee is to provide a line-manager function for Clerk, including responsibility for day to day matters, such as authorisation of holidays, sick leave and absence from work.
- To agree actions in relation to staff training, publications and expenses to support the aims of Council business.
- To ensure the Council complies with all legislative requirements relating to the employment of staff including provisions for the preparation and processing of payroll and associated administration.
- 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 agree the appointment and recruitment process of Council employees (other than the Town Clerk/RFO) and to agree actions or make recommendations to

Council on such matters. To agree actions in relation to temporary staff to ensure continued provision of Council services/business.

- To recommend to Council the appointment or termination of contract for the Clerk or other Council employees.
- Any decisions on expenditure must be within the agreed budget lines detailed below and within the scheme of delegation as detailed in Financial Regulations. Ongoing commitments or contracts should fall short of twelve months in duration.
- Any staffing matter that the Committee considers outside the scope of its remit or is of such an impact on the interests of the community that it requires consideration by all members, shall be referred to the next available Full Council meeting.
- Any staffing matter that an individual member considers outside the scope of the committees remit or is of such an impact on the interests of the community that it requires consideration by all members, shall be referred to the next available Full Council meeting.

Minutes

All Minutes shall be open for inspection by any Member of the Town Council or Public in line with policies on confidential or sensitive matters

Reporting to Council

The Chair of the Employment Committee must report to Full Council in respect of those activities at meetings in order that progress and decisions may be noted and/or recommendation/referrals debated and ratified.

Expenditure

The committee have delegated authority to agree expenditure on staffing matters under the following budget lines.

Payroll Administration
 Advertisements
 Reimbursed Travel Expenses
 Publications
 Training /Conference
 Marketing, Publicity & Consultation
 Staffing Costs (limited to temporary staffing only)
 HR Advisory Services

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Last Ratified: 19.05.2022