

**DORDON PARISH COUNCIL**  
**EMPLOYMENT SUB COMMITTEE**  
**TERMS OF REFERENCE**

**1. Committee**

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

**2. Members**

A minimum of three Parish Councillors appointed annually at the Annual Meeting of the Parish Council as voting members.

The quorum of the Sub Committee shall be three Members.

**3. Voting**

Only those appointed may vote at a meeting. In the case of an equal vote the Chairman of the Sub Committee 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.

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. Chairman and Vice-Chairman**

The Chairman and Vice Chairman are to be elected annually by the Sub Committee at their first Meeting.

**6. Meetings**

One meeting will be held every year to review all staff contracts and job descriptions and associated HR policies. Otherwise meetings will be convened as and when necessary, e.g. 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.

**7. Confidentiality**

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

**8. Terms Of Reference**

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

**9. Responsibilities**

The Employment Sub Committee has the delegated authority from Dordon 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 Employment Sub 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 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.

**10. Minutes**

All Minutes shall be open for inspection by any Member of the Parish Council or Public.

**11. Reporting to Council**

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