

Histon & Impington Parish Council

Employment Committee

Terms of Reference

Membership

- Membership of the Committee is four councillors + Ex Officio
- Membership of the Committee shall be determined at the Annual Meeting of the Council
- The Committee shall appoint a Chairman by election from members of the Committee at the first meeting in any financial year
- The Committee is to comprise of Councillors only
- The Chairman and Vice Chairman of the Parish Council shall be ex-officio members of the Committee

Quorum

The quorum necessary for the transaction of any business shall be **three**. If the number of Councillors who are members of the Committee (not including those debarred by reason of a declared interest) falls below the required quorum then the meeting shall be adjourned and business not transacted shall be transacted at wither the next full Council meeting or at the next meeting of the Committee or on such a day as the Chairman may fix.

Frequency of Meeting

The Committee will meet as and when necessary to discuss relevant employment issues

Notice of Meeting

The Clerk will call a meeting of the Committee at such time as agreed by the Committee or the Committee Chairman and publish the agenda following standard Council practice

Minutes of the Meeting

Every meeting of the Committee shall be minuted and the minutes agreed by the Committee at its next meeting. The minutes shall then be published according to standard Council practice. Draft minutes may be published with the agreement of the Committee, so long as it is clearly indicated that they are draft and could be subject to change at a later date

Area of Responsibility

The Employment Committee has delegated authority to:

- Arrange for production of and signing off of Employment (personnel) policies

- To be the focal point of all staffing issues and consider and make recommendations to Full Council on any staffing related issue
- To keep up to date with developments in employment law and check that the Council complies with the appropriate requirements
- To keep up to date with developments in staff related Health and Safety law and check that the council complies with appropriate requirements including risk assessments
- To monitor that the Council follows the best practice in providing good working conditions for its staff including the provision of office accommodation and equipment
- To conduct a review of contracts, staffing policies and procedures in place on a regular basis
- To ensure all staff have an annual appraisal
- To approve job descriptions and take a lead on the recruitment and selection of staff
- To make recommendations to Full Council on staff remuneration
- To determine the training and qualifications needs for the Council and staff

Delegation of Powers

The Committee may spend up to its agreed delegated budget without recourse to Full Council on items or cost categories that have been budgeted. Virement can be made between cost categories if necessary. Any items that have not been budgeted for must be referred to full Council as soon as possible.

Noting delegation policy for the Clerk, the Chairman of the Committee and Clerk together with one other person serving on the Committee may approve spend within budget and for approved projects without referring to Full Council, for report in writing at the next available meeting.

Clerks Delegation of Powers

The Clerk may proceed with any project up to a limit of 1% annual precept once decision to proceed taken by Council or Committee

The Clerk may spend on any matter deemed as an emergency, up to 1% of annual precept in total under specified budget headings in any one reporting period