

# TERMS OF REFERENCE

## EMPLOYMENT COMMITTEE

Name of Committee	Employment
Date of acceptance by committee	12/10/2023
Date of adoption by Full Council	19/10/2023
Last authorisation	16/05/2024: 19112
Version	2023/24 - 02
Description of committee	To Manage all aspects of Staff Employment.
Number of councillors on committee	5. The Chairman of the Parish Council is a compulsory member.
Number required to reach quorum	2
Ex-officio members	0
Voting rights	Only committee members hold voting rights.
Review of committee membership	The membership of the Committee will be reviewed annually at the annual meeting of the Parish Council in May.
Chairmanship	The Committee will have the power to elect a chairman, who will be elected at the first meeting following the annual appointment of the Committee.  The Chair will have an ordinary vote and a casting vote and may use the latter although he/she is not compelled to do so.
Frequency of meetings per year	As required, but no fewer than two per year.
External Agencies allowed to sit on committee	No. Approved advisors in an advisory capacity.
Secretariat services	The Clerk will provide secretarial services.
Ratification of minutes	The Committee will approve its own minutes, and then send these to full council for information and inclusion in the formal Minute Book record. The Council will retain minutes in perpetuity.
<b>Convening</b>	The Clerk will convene Employment Committee meetings as and when necessary. The Committee Chair may also convene meetings as he/she feels necessary. Members will be summoned to attend meetings which will be held in a public place and public notice of the meeting shall be given in accordance with Schedule 12, Para 10 of the Local Government Act 1972.
Standing orders	The Standing Orders of the Council will apply to meetings of the Employment Committee.
<b>Delegated Authority</b>	
Create sub-committee for projects	No
Review budget	Yes
Authorise spending from Committee budget	No
Decide on dates of meetings	Yes
Liaise with external agencies	Yes
Alter policy without significant change to Council policy or incurring any liability	No
<b>Objectives</b>	
1	To handle all aspects of staff employment

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# TERMS OF REFERENCE

## GRIEVANCE COMMITTEE

Name of Committee	Grievance
Date of acceptance by committee	12/10/2023
Date of adoption by Full Council	19/10/2023
Last authorisation	16/05/2024: 19112
Version	2023/24 - 02
Description of committee	To handle all grievances identified by employees.
Number of councillors on committee	3. No appointed investigator of the grievance matter may sit on the committee.
Number required to reach quorum	3
Ex-officio members	0
Voting rights	Only committee members hold voting rights.
Review of committee membership	The membership of the Committee will be appointed by the Employment Committee as required. No member with direct involvement in a specific grievance matter shall be appointed to the committee.
Chairmanship	The Committee will have the power to elect a chairman, who will be elected at the first meeting following the annual appointment of the Committee.  The Chair will have an ordinary vote and a casting vote and may use the latter although he/she is not compelled to do so.
Frequency of meetings per year	As required.
External Agencies allowed to sit on committee	No
Secretariat services	Nominated Councillor will provide secretarial services.
Ratification of minutes	The Committee will approve its own minutes, and then send these to full council for information and inclusion in the formal Minute Book record. The council will retain minutes in perpetuity.
<b>Convening</b>	The Employment Committee will convene Grievance Committee meetings as and when necessary. The Committee Chair may also convene meetings as he/she feels necessary. Members will be summoned to attend meetings which will be held in a public place and public notice of the meeting shall be given in accordance with Schedule 12, Para 10 of the Local Government Act 1972.
Standing orders	The Standing Orders of the Council will apply to meetings of the Grievance Committee.
<b>Delegated Authority</b>	
Create sub-committee for projects	No
Review budget	No
Authorise spending from Committee budget	No
Decide on dates of meetings	Yes
Liaise with external agencies	Yes in an advisory capacity

Alter policy without significant change to Council policy or incurring any liability	No
Members to undergo training?	Yes, in grievance resolution. Or, alternatively, to seek external professional advice.
<b>Objective</b>	
1	To handle all grievances identified by staff and councillors.

## TERMS OF REFERENCE

### DISCIPLINARY COMMITTEE

<b>Name of Committee</b>	<b>Disciplinary</b>
<b>Date of acceptance by committee</b>	<b>12/10/2023</b>
<b>Date of adoption by Full Council</b>	<b>19/10/2023</b>
<b>Last authorisation</b>	<b>16/05/2024: 19112</b>
<b>Version</b>	<b>2023/24 - 02</b>
Description of committee	To handle any disciplinary issues identified within the Council.
Number of councillors on committee	3. No appointed investigator of the disciplinary matter may sit on the committee.
Number required to reach quorum	3
Ex-officio members	0
Voting rights	Only committee members hold voting rights.
Review of committee membership	The membership of the Committee will be appointed by the Employment Committee as required. No member with direct involvement in a specific disciplinary matter shall be appointed to the committee.
Chairmanship	The Committee will have the power to elect a chairman, who will be elected at the first meeting following the annual appointment of the Committee.  The Chair will have an ordinary vote and a casting vote and may use the latter although he/she is not compelled to do so.
Frequency of meetings per year	As required.
External Agencies allowed to sit on committee	No. Approved advisors in an advisory capacity
Secretariat services	Nominated Councillor will provide secretarial services.
Ratification of minutes	The Committee will approve its own minutes, and then send these to full council for information and inclusion in the formal Minute Book record. The council will retain minutes in perpetuity.
<b>Convening</b>	The Employment Committee will convene Disciplinary Committee meetings as and when necessary. The Committee Chair may also convene meetings as he/she feels necessary. Members will be summoned to attend meetings which will be held in a public place and public notice of the meeting shall be given in accordance with Schedule 12, Para 10 of the Local Government Act 1972.
Standing orders	The Standing Orders of the Council will apply to meetings of the Disciplinary Committee.
<b>Delegated Authority</b>	
Create sub-committee for projects	No

Review budget	No
Authorise spending from Committee budget	No
Decide on dates of meetings	Yes
Liase with external agencies	Yes
Alter policy without significant change to Council policy or incurring any liability	No
Members to undergo training?	Yes, in disciplinary management. Or, alternatively, to seek external professional advice.
<b>Objective</b>	
1	To handle any disciplinary issues identified within the Council.

## TERMS OF REFERENCE

### APPEALS COMMITTEE

<b>Name of Committee</b>	<b>Appeals</b>
<b>Date of acceptance by committee</b>	<b>12/10/2023</b>
<b>Date of adoption by Full Council</b>	<b>19/10/2023</b>
<b>Last authorisation</b>	<b>16/05/2024: 19112</b>
<b>Version</b>	<b>2023/24 - 02</b>
Description of committee	To handle any appeals
Number of councillors on committee	3. Councillors that sat on the committee that heard the relevant disciplinary or grievance matter cannot then sit on this committee. No appointed investigator of the disciplinary or grievance matter may sit on the committee.
Number required to reach quorum	3
Ex-officio members	0
Voting rights	Only committee member councillors hold voting rights.
Review of committee membership	The membership of the Committee will be appointed by the Employment Committee as required. No member with direct involvement in a specific grievance or disciplinary matter shall be appointed to the committee.
Chairmanship	The Committee will have the power to elect a chairman, who will be elected at the first meeting following the annual appointment of the Committee.  The Chair will have an ordinary vote and a casting vote and may use the latter although he/she is not compelled to do so.
Frequency of meetings per year	As required.
External Agencies allowed to sit on committee	No. A in an advisory capacity
Secretariat services	Nominated Councillor will provide secretarial services.
Ratification of minutes	The Committee will approve its own minutes, and then send these to full council for information and inclusion in the formal Minute Book record. The council will retain minutes in perpetuity.
<b>Convening</b>	The Employment Committee will convene Appeals Committee meetings as and when necessary. The Committee Chair may also convene meetings as he/she feels necessary. Members will be summoned to

	attend meetings which will be held in a public place and public notice of the meeting shall be given in accordance with Schedule 12, Para 10 of the Local Government Act 1972.
Standing orders	The Standing Orders of the Council will apply to meetings of the Appeals Committee.
<b>Delegated Authority</b>	
Create sub-committee for projects	No
Review budget	No
Authorise spending from Committee budget	No
Decide on dates of meetings	Yes
Liaise with external agencies	Yes
Alter policy without significant change to Council policy or incurring any liability	No
Members to undergo training?	Yes, in disciplinary or grievance management. Or, alternatively, to seek external professional advice.
<b>Objectives</b>	
1	To listen to an appeal against a decision made by either the Disciplinary or Grievance Committee.
2	To make a decision as to whether a decision made by either the Disciplinary or Grievance Committee should be overturned.
3	To recommend new or altered sanctions from those imposed by either the Disciplinary or Grievance Committee.
4	To recommend further action or the escalation of the process to a third external party.