

Bradwell with Pattiswick Parish Council

Employment Committee Terms of Reference

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1. Purpose

The Employment Committee is established to support the Parish Council in fulfilling its legal obligations as an employer and to ensure good practice in employment matters. It shall have delegated authority to make decisions on employment issues, except where Council approval is required.

2. Membership

- The Committee shall consist of three councillors, appointed annually at the Annual Parish Council Meeting.
- Members of the Committee may not include the Chair of the Council unless no other councillors are available.
- The quorum for the Committee shall be two members.

3. Meetings

- The Committee shall meet as required, with at least three clear days' notice given.
- Minutes will be taken by the Parish Clerk or another appointed person unless the matter concerns the Clerk directly.

4. Responsibilities

The Committee shall:

- **Recruit and appoint** staff, including the Clerk/RFO, in accordance with council procedures.
- **Conduct annual appraisals** for the Clerk/RFO.
- Consider and make recommendations on **salaries, terms, and conditions of employment**.
- Monitor and review **contracts of employment**, job descriptions, and working hours.
- **Oversee staff training and development**.
- Deal with any matters relating to **staff conduct or capability**, including disciplinary and grievance procedures.
- Make recommendations to the full Council regarding **staffing resources**.
- Ensure the Council's compliance with relevant employment legislation and policies.

5. Delegated Authority

The Committee is authorised by the Council to:

- Instruct professional support (e.g. HR/legal) where necessary, subject to budgetary limits.
- Make employment-related decisions except where specifically reserved for full Council approval.

6. Confidentiality

All employment matters are to be treated as confidential and must not be discussed outside of Committee or full Council meetings (where held in closed session).

7. Review

These Terms of Reference shall be reviewed annually at the Annual Parish Council Meeting or as required.