

# Walberswick Parish Council Employment Committee

## Draft Constitution, Terms of Reference & delegated Powers Proposed for adoption by WPC on 10<sup>th</sup> June 2019

### 1 INTRODUCTION

At their Annual meeting on 13<sup>th</sup> May 2019, the Parish Council resolved to set up an Employment Committee. Subsequently, on 10 June 2019, the following Constitution, Terms of Reference & delegated Powers are being proposed for adoption:

### 2 CONSTITUTION

- (i) The Committee shall be named The Employment Committee
- (ii) Membership of the Committee shall be 3 councillors, one of whom shall be the Chairman of the Council along with two other councillors selected by the Council at its Annual meeting
- (iii) The Committee shall consider all matters relating to Parish Council employees, including leading the recruitment process and making recommendations for the hiring of new employees to the Council. The Committee may consider representations from members of the public and may consult with the Police, District and County Council, SALC and other authorities on matters within its delegated powers. The Committee will make appropriate recommendations to the Parish Council.
- (iv) If the Employment Committee is required to address an urgent issue but is not quorate and no other councillors are available to make it quorate, an extraordinary Council meeting shall be called as soon as practicable to consider the issue

### 3 TERMS OF REFERENCE

- (i) To keep under review the safety and well-being of Parish Council employees and to ensure that the appropriate policies with regard to employment are adhered to
- (ii) To oversee the employment, complaints and disciplinary processes and policies as they relate to Parish Council employees and to ensure that any recommendations arising are brought to the Parish Council for approval as necessary in line with the appropriate policies, Standing Orders and Financial Regulations of the Council
- (iii) To ensure that an annual performance appraisal process of employees of the Council is carried out
- (iv) To keep under review the Council's policies and practices related to employment and to recommend amendments, if necessary, to the Council

### 4 DELEGATED POWERS

- (i) Power to request information from any statutory organisation and to consider representations from Parishioners.