



Axminster Town Council



Employment Committee Terms of Reference

Reviewed January 2023

This is a standing Committee with power to appoint sub-committees and working parties as needed. The Committee is directly responsible to Full Council.

The Committee has delegated authority to consider and deal with all matters affecting staffing issues; to resolve personnel issues, including contracts of employment, pay scales, recruitment, training, redundancy, grievances and disciplinary matters.

The Committee will exercise these delegated powers and duties as the Full Town Council sees fit.

Purpose of the committee

The Committee shall be responsible for the following matters, in liaison with other individuals and authorities where appropriate, plus any matters referred to it by the full Town Council:

- to ensure that all required employment policies are implemented, and that agreed procedures are conducted fairly, with respect to equality and diversity and in required timescales.
- to review and revise all employment policies and procedures annually to ensure they continue to meet all legal requirements.
- to undertake the recruitment of employees in conjunction with the Town Clerk.
- to review and agree the terms and conditions of employment as required.
- to consult employees, to review and to advise Council on development and training needs
- to provide a route for consultation with all Councillors on staffing issues.
- to provide a route for consultation with all employees and the Clerk for consideration of staffing matters
- to review and to advise on the numbers of employees needed for the agreed operation of the Council.
- to make a recommendations to Full Council regarding increments and cost of living awards within the agreed budget.
- to determine any grievance or disciplinary issues relating to employees or Councillors - with appropriate advice as necessary

Agreed Operating Procedures

- 2.1 Membership is open to any Councillor and is approved by the full Town Council.
- 2.2 The Deputy Mayor is to act as Chair of the committee.
- 2.3 Three members shall constitute a quorum.
- 2.4 The Clerk will be entitled to attend meetings except where matters pertaining to their own performance and remuneration are being discussed at which point, they must withdraw from the meeting until that business is considered. Minutes of the business transacted in their absence must be taken by the Chair or a committee member duly nominated to do so.
- 2.5 The Committee will normally meet thrice-monthly when there are matters for discussion, but an extraordinary meeting of the committee can be convened if there is an urgent need.

2.6 As a formal part of the Council (unlike working parties) Committee meetings will be advertised to the public in the same way as full Council meetings. If any member of the public does attend, they will be entitled to address the Committee but will then be asked to leave if and when the meeting moves into Part Two (closed) session, using the same form of words as are used in Council meetings, as the subject matter the Committee would be likely to be discussing would almost certainly be confidential.

2.7 Councillors who are not members of the Employment Committee are similarly entitled to address it but not to be present for or participate in subsequent discussion.

2.8 The Chair of the Committee shall have a second or casting vote in the case of an equality of original views.

2.9 All reports, documents and correspondence will remain confidential within the Council.

2.10 Meetings will be formally minuted and the minutes kept in a minute book or file with the amendment history. Part One and Part two minutes will be clearly marked. Minutes will be prepared & published (whenever possible) within 14 days of the meeting being held.

2.11 The Committee will ensure that annual appraisals are undertaken and that any recommendations are duly implemented and monitored.

2.12 The Committee will regularly review Councillor and employee training needs and authorise attendance at courses, conferences etc.

2.13 The Committee will regularly review employee procedures.

2.14 The Committee will handle disciplinary, misconduct and grievance matters as set out in the Council's Disciplinary and Grievance Procedure.

2.15 The Committee will handle any appeal matters arising from 2.14 and will, if required, create an Appeals Panel to consider and deal with such matters.

2.16 A copy of these terms of reference shall be published on the Town Council's website alongside the details for the Employment Committee.

Reviewed, edited and recommended for adoption by Employment Committee on 23rd January 2023 – minute entry EC22/128.

Terms of reference reviewed & adopted on 23rd January 2023

Review date: 2025