

## Terms of Reference 2017 Employment Group

### 1. PURPOSE

The purpose of the Employment Group is to make recommendations to the Council and deal with employment and staffing matters.

### 2. REVIEW POINT

The Terms of Reference of the Group may be reviewed at any time by Staplehurst Parish Council to ensure they remain appropriate for the requirements of the Parish Council.

### 3. SCOPE OF ACTIVITIES

- (a) To review the pay and conditions of employment of the employees and to update these as necessary to comply with the law and with good practice.
- (b) To recommend the staffing levels necessary to effectively discharge the work required by the Council and to review workloads periodically. Where necessary, oversee the recruitment and selection process.
- (c) To review and monitor the health and safety of employees by providing working spaces, tools and equipment and ensure training is facilitated to safeguard their health and safety at work.
- (d) To undertake reviews of working practices and procedures of the Council.
- (e) To undertake regular staff appraisals of both employed and self-employed staff.
- (f) To undertake reviews of risk assessments for all employees and volunteers, as necessary.
- (g) To devise and negotiate employment contracts with employees to reflect the Council's requirements and situations, recommending to the Council for approval.
- (h) To review and formulate job descriptions to reflect the Council's requirements and situations.
- (i) To formulate all policies and procedures relating to employees. Working with the other Groups, where necessary for recommendation to the Council.
- (j) Take up any additional tasks assigned to it by the Council, as appropriate.

# Staplehurst Parish Council

## **4. MEMBERSHIP**

- (a) The maximum number of Staplehurst Parish Councillors should be 7, appointed by the Council.
- (b) The Group can only consist of Staplehurst Parish Councillors.
- (c) The membership of the Group will be ratified by the Council and may be reviewed at any time by Staplehurst Parish Council.

## **5. LEAD COUNCILLOR**

Group members, at the first meeting following their appointment, will agree amongst themselves who will be the Lead Councillor for the following year.

## **6. REPORTING**

The Group will report to the Council on a regular basis. The Group will provide a Report with specific recommendation providing sufficient detail to enable the Council to make informed decisions.

## **7. POWERS**

- (a) The Employment Group is established as a working group of the Parish Council in accordance with Standing Order 4d. It may therefore inform, advise and make recommendations to the Council but it has no power of commitment except as set out below in 7(b) below.
- (b) The exception to 7(a), is where the Council has delegated powers and/or authority for a specific purpose, or as otherwise allowed by provisions of the Council's Standing Orders and Financial Regulations.

