



Longstanton Parish Council

Longstanton Village Hall, 24 High Street, Longstanton, CB24 3BS

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Parish Clerk: Mrs Libby White BEM FdA PSLCC

EMPLOYMENT COMMITTEE

Terms of Reference

(Adopted on 8th February 2021)

Delegated Powers

The committee will hold delegated powers to deal with all personnel, employment and recruitment issues, with reports and recommendations made to the full council as necessary. In cases of emergency that will not wait until the next council meeting, the Committee will have full powers to act on behalf of the Council.

1. The Committee will be elected annually at the Annual Meeting of the Parish Council.
2. The Employment Committee shall consist of not less than **four** councillors appointed by the Parish Council.
3. The quorum for the Committee will be three and will, if at all possible, be balanced for gender and ethnicity considerations.
4. The Committee will meet at least every two months.
5. The Committee may co-opt any person with relevant professional experience in an advisory capacity but such member(s) will not have voting rights and are subject to item 6 below in the same way as councillors.
6. The Committee may, if such employment circumstances arise, engage a solicitor or other professional on the Council's behalf. When this action is taken then it must be reported to the next full council meeting.
7. All members must preserve confidentiality of discussions held at meetings under the confidential section.
8. The Committee will be responsible for employment matters as follows, considering the HR RoadMap as provided by Human Capital Department:
 - a) To consider terms of employment, job description, employment contract and salary scale for any employed post to Longstanton Parish Council and present a final draft to the Council for consideration and approval. Taking as its basis the nationally agreed terms and conditions and contracts of employment produced by the National Association of Local Councils and the Society of Local Council Clerks.
 - b) To advertise, select and interview any person(s) considered for employment by the Council and to make a recommendation, as to the suitability of the applicant(s), to the Council based on the interviews conducted. Using the model specimen documents and advice provided by the Society of Local Council Clerks and the National Association of Local Councils.
 - c) To carry out an Performance Review for each employee. A recommendation, based on this Performance Review, will be made to the Council with regard to any pending annual increment for the next financial year.
 - d) To consider any amendments to the Contract of Employment and Job Description as put forward by either the Council, the Employee or any professional body (NALC, SLCC, etc.) and recommend to the Council any action considered necessary.
 - e) To investigate any complaint relating to any employee of the Council and take any action necessary and report to the Council, taking into account the need to preserve the principle of

natural justice and to be mindful of the requirement of the Employment Act 2002 (Dispute Resolutions) Regulation 2004.

- f) To consider any employee grievances in accordance with any policy laid down by the Council in its employment policies.
 - g) To consider all Health & Safety aspects in relation to the Council's role as an employer and ensure that the Council complies with the appropriate arrangements including risk assessments.
 - h) To ensure that all employees are paid in accordance with their contracts.
9. The Terms of Reference under which this Committee operates will be reviewed in each scheduled Parish Election year, or annually if the Council so require, at the Annual Meeting of the Parish Council.

Parish and Town Councils Responsibilities and Advice

Human Capital Development

The HR Roadmap for Parish and Town Councillors

Introduction

As employers Parish and Town Councils have a duty to comply and act in accordance with the requirements of UK employment legislation, regulations in addition to national and local agreements applying to the local government sector.

Generally, all decisions are made by Parish and Town Council's with the advice, guidance and support being provided their Clerk. *It is important to emphasise that the Clerk is the line manager of and is responsible for all other employees of the Council.*

The Clerk in turn is responsible to an is directly to the Parish or Town Council and is both their principle advisor and is also accountable for implementing the decisions of the Council.

Where HR specialist support and advice is required this can be provided by Cambridgeshire and Peterborough Association of Local Councils Limited (CAPALC).

This includes:

- Recruitment and selection of employees
- Terms and Conditions of employment
- Development of HR policies and procedures
- Pay and benefits
- Appraisal (Performance Management)
- Health and Safety
- Discipline and grievance

This document also:

- Describes the role and responsibilities of Parish and Town Councils, as employers
- Describes the role and responsibilities of Town and Parish Clerks
- Identifies the 'key' functional areas of HR
- Refers to the 'key' sources of documentation and also the relevant standards or legislation.
- Where appropriate, provides contextual understanding

The HR Roadmap for Parish and Town Councillors

HR Activity - Description	Councillors' Responsibilities	Advisory Notes
	<i>Includes collective responsibilities of the Council as a whole</i>	<i>Information and advice</i>
Recruitment and selection of employees	<ul style="list-style-type: none"> • All documentation complies with legislative or best practice standards • Appropriate selection panels are available when required • Members of selection panels are properly trained • All recruitment and pre-employment checks are completed 	<p>Documentation may include: The preparation, authoring and agreement of</p> <ul style="list-style-type: none"> • Job Descriptions • Person Specifications • Job adverts • Letters of offer and other related documentation • All documentation and processes comply with equality and diversity legislation and best practice
Terms and Conditions of Employment	<p>The following comply with legislative, sector or best practice standards:</p> <ul style="list-style-type: none"> • Changes to terms and conditions of employment • Employment policies and procedures • Statements Particulars of the Terms and Conditions of Employment (Contracts) 	<p>Terms and Conditions are as outlined in the National Agreement for Local Government Services (Green Book) apply</p> <ul style="list-style-type: none"> • There is discretion to adapt or adopt new policies and procedures or withdraw from part or the whole of the National Agreement • Statements Particulars of the Terms and Conditions of Employment (Contracts) <ul style="list-style-type: none"> ○ Must be issued before or on first day of employment
Pay and Benefits	<ul style="list-style-type: none"> • Regularly reviewing the pay and benefits paid to employees • Complying with equal pay legislation • Agreeing when a job should be reviewed • Providing upon request from employees the reason a request for a review has been declined • Providing access to auto enrol Pension Scheme for employees who qualify 	<ul style="list-style-type: none"> • All pay is regulated by NJC¹ for Local Government Services • Incremental progression is automatic unless otherwise stated in employment contract • Should take place on 1st April each year • It can only be withheld where there is evidence of poor performance • Salary grades are determined using a range of factors

¹ National Joint Council - NJC for Local Government Services has 70 members: 12 on the employers' side and 58 on the trade union side

The HR Roadmap for Parish and Town Councillors

Appraisal	<ul style="list-style-type: none"> • That the job performance for all employees is reviewed once annually • This should include an assessment of past performance • Objectives or targets should be written using SMART principles • Improvements are required are identified and plans agreed • Training and development needs should be identified and priorities agreed 	<ul style="list-style-type: none"> • Reviews are held to measure the performance of job and to assess potential • Reviews not appropriate to assess performance related pay progression • Performance reviews for all employees other than the Clerk should be undertaken by the Clerk • All those undertaking reviews should be trained
Health and Safety	<p>Compliance with the Health and Safety at Work Act (HASWA) 1974 by ensuring that the following are in place:</p> <ul style="list-style-type: none"> • A Health and Safety Policy • Statement outlining the organisation and arrangements for the management of Health and Safety • Risk and COSHH Assessments • Electric and other appliances • Lone Worker Policy in place • Accident Book • Fire drills 	
Disciplinary and Grievance	<ul style="list-style-type: none"> • That policies and procedures comply with the ACAS² Codes of Practice • Ensuring that only trained members or employees can: <ul style="list-style-type: none"> ○ undertake investigations ○ take action ○ make recommendations to the Council 	<ul style="list-style-type: none"> • Disciplinary issues grievances from an employee other than the Clerk should be managed by the Clerk • Clerk can only make recommendations to the Council to dismiss an employee • Appeals from all employees should be dealt with by members • If the Council are considering taking disciplinary action against the Clerk, advice and support should be obtained from CAPALC • Grievances by the Clerk should be heard by Members

Notes

² Advisory, Conciliation and Arbitration Service available at <https://www.acas.org.uk/>