Employment Committee
Terms of Reference

1. Committee

The Employment Committee is constituted as a Standing Committee of Stalham Town Council.

2. Members

Four Councillors appointed annually at the Annual Meeting of the Town Council as voting members.
The quorum of the Committee shall be three Members.

3. Voting

Only those appointed may vote at a meeting. In the case of an equal vote the Chairman of the Committee shall have a second or casting vote.

4. Interests

If a Member has a personal interest as defined by the Code of Conduct adopted by the Town Council, then they shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.
If a member who has declared an interest, then considers the interest to be prejudicial, they must withdraw from the room during consideration of the agenda item to which the interest relates.

5. Chairman and Vice-Chairman

The Chairman and Vice Chairman are to be elected annually by the Committee at their first Meeting.

6. Meetings

One meeting will be held every year to review all staff contracts and job descriptions and associated HR policies. Otherwise, meetings will be convened as and when necessary, eg to deal with grievance or disciplinary matters, to recruit staff vacancies; or to deal with other emerging personnel issues.

7. Confidentiality

All Members must preserve confidentiality of all individual staffing matters pertaining to the business of the Committee.

8. Terms Of Reference

To review the Terms of Reference of the Employment Committee, when necessary, the committee to make recommendations to Full Council.

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9. Responsibilities

The Employment Committee has the delegated authority for Stalham Town Council:

A. To advise Council on issues of staff pay and conditions.
B. To consider and recommend harmonisation of the terms and conditions of service and pension provision of employees.
C. To conduct 6 monthly reviews and an annual appraisal for each employee and to and to reportrecommendations to Council.
D. To ensure the Council complies with all legislative requirements relating to the employment.
E. To deal with any disciplinary or grievance matters in accordance with the Council's adopted procedures.
F. To annually review all employment policies and procedures, including Grievance and Disciplinary Procedures, and the Equality Policy.
G. To oversee the appointment and recruitment process of Council employees and make recommendations to Full Council.
H. To develop and support all employees.