

HOW CAPLE, SOLLERS HOPE AND YATTON GROUP PARISH COUNCIL

Employment Working Group – Terms of Reference

Membership

Chairman (Leader), Vice-Chairman (Deputy Leader), plus other councillors if appropriate. As sensitive personnel issues may be discussed by this group it will be restricted to councillors only. There will be a quorum of two for this working group.

Roles and responsibilities

A written report with recommendations will always be presented to the full council for approval. The Working Group will meet as and when necessary to;

- Conduct the Clerk's Annual Appraisal; currently this should be held in March. A recommendation on future training, areas for development and pay scale should be presented to the council for consideration.
- Oversee the recruitment of a new Clerk (when necessary)
- Develop procedures for dealing with complaints, grievance & disciplinary matters
- Monitor contracts with external organisations for products and services. At least once a year, the WG should meet to ensure that the correct documentation is in place for engaging contractors.

Term of Office

Membership of the WG will be confirmed at the Annual Meeting of the Parish Council, with a major review, including leadership, to be held every four years in the year following parish council elections.

Succession planning

The group will have a Leader and a deputy-leader (who will be expected to take over as Leader). The remaining members will be composed of potential successors, as well as those who have been previously serving on the WG. It is important that both momentum and knowledge are kept within the WG's.

Training

It is expected that members will undertake relevant training (external or in-house), as identified by the Clerk, and familiarise themselves with relevant information such as 'Being a Good Employer: A guide for Parish and Town Councillors'. There will be a sufficient hand-over process between an outgoing Leader and his/her successor.

Useful reading:



Good Employer
guide.pdf

<http://www.acas.org.uk>

Adopted: 11 July 2023