Spooner Row, Suton & Wattlefield
Community Council
Where community matters

Spooner Row Community Employment Committee

Background:

The council cannot devolve delegated authority to councillors only committees or the Clerk: LGA1972, s 101 – so the clerk cannot have a single line manager.

Terms of Reference

Purpose

- To facilitate the discharge of the Council's responsibilities as an employer and make recommendations on such matters to the full Council.
- To review all personnel procedures, be the first contact for all employee/employer matters, advise full Council accordingly on such matters, and act on its instructions when called upon.
- To undertake specific tasks as delegated by full Council under Standing Orders.

Membership

- The Committee shall comprise of 4 Councillors,
- One councillor will be known as the 'reserve member' they will be called upon if the committee loses a member.
- At the beginning of each meeting a chair will be appointed.
- To be a member of the EC, no complaint may have been previously lodged against the clerk in writing.
- The quorum of the Committee will be three.

Meetings

- Meetings will take place as required.
- Meetings will be held as routine in March to review any outstanding items and accrued overtime and September to perform the Clerk's appraisal and review staff conditions and pay scales and accrued overtime.
- The Committee shall be convened by the calling of a meeting by the Clerk as directed, or by the Chair or any members of the Committee by written request to the Chair at any time.
- Once properly convened and the appropriate resolution passed, all business of the Committee shall be conducted in closed session and shall remain confidential, other than to other members of the Council should they have legitimate need to have access to this information and who will also respect the confidential nature of such information, and the representative of employees where appropriate.
- Should this be broken the council is entirely liable for restitution to the staff member.

COMMITTEE SERVICES

- The Committee will be serviced by the Clerk.
- Notes of meetings shall be presented to the full Council in closed session, at the earliest opportunity, and formally approved at the next meeting of the Committee. It is essential that any recommendations are fully understood and agreed before the personnel committee meeting closes.

Voting

- Each member shall have a single vote, in the event of a tie, the Chair will have a casting vote.

Roles And Responsibilities

- To review, and update annually where necessary, all documents relating to employees including Employment Contracts and Staff Handbook. This will be conducted in conjunction with the Clerk and recommend to full Council for a formal resolution to accept any changes. Expert services (such as NALC, NPTS & SLCC) may be used to re-assess the grading, hours and scope when necessary.
- To conduct and be responsible for all Grievance and Disciplinary action within the Council.
- No grievance or disciplinary action will be accepted unless it is supported by evidence.
- The Grievance and Disciplinary policy will be followed.
- To investigate any health or attendance issue concerning Employees of the Council. The Committee has a budget of £500 to arrange for medical assessments and reports by either an independent Occupational Health Provider, or an Employee's own Doctor, to enable this investigation to be conducted.
- The Committee will be responsible for the full implementation of the Council's capability procedure relating to Employee health and attendance at work. This includes the ability to recommend and implement reasonable adjustments to accommodate an Employee's needs. The Committee will have a budget of £500 to pay for any necessary adjustments.
- To ensure annual appraisals of staff are undertaken and to inform full Council that they have been conducted. One member of the Committee will complete the Clerk's Appraisal. The Clerk will conduct subordinate Appraisals. Both the committee member and Clerk will attend appraisal training.
- The outcome and associated action plan from the appraisal will be reported back to the Committee within 2 meetings.
- To manage all elements of recruitment to the post of Clerk. Subordinate posts will be managed by the Clerk. The Committee will be responsible for advertising the vacancy, short listing applicants, conducting interviews, and deciding the outcome of the recruitment process. The Committee has a budget of £100 to enable it to conduct these activities.
- To ensure necessary policies and procedures are addressed in accordance with relevant legal requirements, and the outcome of any discussions on employment matters are fully reported to full Council to consider appropriate action.

- To approve the Clerk's holiday requests.
- To manage the overtime and agree any additional hours to be worked within the financial constraints of that budget, consistent overtime will trigger a review of the posts hours.
- To conduct an annual review of the overall staff structure of the Council, the number and type of Employees employed by the Council and salary costs, to ensure that the workforce is able to meet the needs and ambitions of the Council.

DC
Source -

10 2023 – to be reviewed 2026 or if legislation requires so.
1 – 2026 Edited