



Appleton Parish Council

Appleton Parish Hall, Dudlow Green Road, Appleton, WA4 5EQ

Telephone 01925 268153

Employment Committee terms of Reference

Reviewed/Revised September 2025. Adopted 10.10.2025

Next Review May 2027.

1. The Employment Committee shall consist of the Deputy Chair of the Parish Council, the Parish Clerk in his or her capacity as line manager and a minimum of three other Parish Councillors. Where required and subject to prior agreement with the Committee Chair, the Parish Clerk's duties may be undertaken by a Deputy Clerk.
2. The Chair of the Parish Council shall not be a member of the Employment Committee.
3. The Employment Committee shall be elected annually at the Annual Meeting of the Parish Council.
4. The Parish Council shall determine the number and time of the ordinary meetings of the Employment Committee, and the number of these meetings shall be not less than four each year. If the Chair of the Employment Committee considers that additional meetings are required, the Chair of the Committee can, subject to the prior approval each time of the Chair of the Parish Council, call a meeting as described below.
5. The Chair of the Employment Committee shall be elected annually by the Employment Committee members at the first meeting of the new Committee.
6. The quorum of the Employment Committee shall be three Parish Councillors.
7. The Employment Committee cannot approve any expenditure.
8. The Employment Committee cannot make decisions on behalf of the Parish Council.

9. Only those Parish Councillors appointed to the Employment Committee may vote at a meeting. In the case of an equal vote, the Chair of the Committee shall have a second or casting vote.

10. All correspondence relating to Employment Committee matters generated by Committee Members, Parish Councillors and the Parish Clerk or Deputy Clerk shall be carried out using the official, secure email system in use by the Parish Council at the time.

11. The Parish Clerk or Deputy Clerk, in consultation with the Chair of the Committee shall call a meeting of the Employment Committee and also send out the meeting agenda. The agenda shall be sent only to the Parish Councillors appointed to the Employment Committee.

12. The public and the press shall not attend or participate in any of the Part 2 meetings of the Employment Committee.

13. The Parish Clerk, Deputy Clerk or other suitably qualified person shall take Minutes of all meetings, and the Minutes must be agreed by the Employment Committee. In exceptional circumstances where the Parish Clerk or Deputy Clerk are not available to take the minutes, or for another reason as decided by the Committee Chair, the minutes can be taken by a Committee Councillor appointed by the Chair and these minutes must also be agreed by the Employment Committee. These minutes will be retained by the Parish Clerk for reference by any current Parish Councillor.

14. To enable the Employment Committee's activities to be overseen and approved by the Parish Council, the Chair of the Committee shall prepare a report that will be discussed at the next meeting of the Parish Council.

15. The main matters under the remit of the Employment Committee are as follows; -

(a) To consider the terms of employment, the job descriptions and the salary scales for any employees of Appleton Parish Council and to present a final draft to the Parish Council for their consideration and approval. The Committee will take the nationally agreed terms and conditions of employment produced by the National Association of Local Councils and the Society of Local Council Clerks as the basis.

(b) If requested by The Parish Council, to offer advice on the advertising, selection and interviewing of any person(s) considered for employment by the Parish Council.

(c) To carry out an annual appraisal for each Parish Council employee no later than the end of March each year.

(d) To develop and monitor staff training based upon their annual appraisal objectives together with other occasions throughout the year if and when required.

(e) To consider any amendments to the Contract of Employment and Job Description as put forward by either the Parish Council, the Employee, or any professional body (NALC, SLCC, etc) and to recommend any action necessary to the Parish Council.

(f) If requested by the Parish Council, to investigate any complaint relating to any employee of the Parish Council and to prepare a written report for submission to the Parish Council. The investigation and subsequent report shall consider the need to preserve the principle of natural justice and also be mindful of the requirements of employment legislation and dispute resolution procedures, together with the ACAS Code of Practice. The Employment Committee shall also take cognisance of the Parish Council's own Grievance Policy, Complaints Policy, Code of Conduct and any other relevant Parish Council policy. If so requested by the Parish Council, The Employment Committee shall be convened as soon as possible to address any complaints.

(g) To advise the Parish Council on any process which may lead to the dismissal of staff, including matters relating to redundancy.

(h) To review health and safety for all Parish Council Employees.

(i) To always maintain confidentiality.

(j) To advise the Parish Council of the training and qualification requirements for the Parish Council and Staff.

(k) To work together with the Parish Clerk to monitor the ongoing implementation and effectiveness of the Appleton Parish Council Health and Safety Policy and Lone Working Policy.

16. The Parish Clerk shall be responsible for bringing any changes in legislation and good working practices to the attention of the Employment Committee for their consideration to ensure that the Parish Council procedures remain up to date and relevant.

17. The Employment Committee will generally only make recommendations to the Parish Council at the next Parish Council meeting. In exceptional circumstances the Chair of the Committee may ask The Chair of the Parish Council to call an Extraordinary General Meeting of the Parish Council.