



Banwell Parish Council

Employment Committee – Terms of Reference

Membership

The Chairman, Vice-Chairman and three other members of the Parish Council.

Quorum

Three members of the Committee.

Terms of Reference

To consider and make recommendations to the Parish Council if required on the following matters.

- The recruitment, retention and development of staff to undertake the work of the Council.
- The pay and conditions of employment of staff and their review and updating as necessary to comply with the law and good practice.
- Contracts of employment, job descriptions and person specifications of staff.
- Determining the staffing levels necessary to efficiently discharge the work of the Parish Council and to review workloads periodically.
- To ensure the wellbeing of staff employed by providing appropriate working spaces, equipment, and training as necessary to safeguard their health and safety at work.
- To act as a recruitment, grievance and disciplinary panel and to carry out staff appraisals.