



# Langton Matravers Parish Council

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## Terms of Reference Staff Employment, Discipline and Complaints Committee (SEDACC)

### **Membership**

The Committee shall consist of the Chairman of the Council, Vice Chairman of the Council and one other councillor appointed by full Council.

### **Quorum and Standing Orders**

The Quorum will be 3 councillors. In the event that it is known prior to a meeting that the meeting would not be quorate then the Chairman of the Council or in his absence the Vice Chairman of the Council can co-opt additional councillor(s) as may be required to make it quorate. Otherwise the Council's "Standing Orders" will apply to the committee. As the matters under discussion will normally be of confidential in nature members of the public and press will be excluded from these meetings and the confidential minutes of the committee will not be published.

### **Chairing of the meeting**

The meeting will be chaired by the Chairman of the Council or in his absence by the Vice-Chairman of the Council

### **Frequency of meetings**

The Committee will meet as and when required but will meet at least once a year to undertake the Clerk's annual appraisal.

### **Responsibilities and delegated powers**

The Committee:

- has full delegated powers to undertake the Clerk's annual appraisal as described in the Councils appraisal policy.

- has full delegated powers to discharge SEDACC's responsibilities as described in the Council's "Grievance Procedure"
- has full delegated powers to discharge SEDACC's responsibilities as described in the Council's "Disciplinary Procedure".
- has full delegated powers to agree those job description where such delegated power have not been given to the Clerk
- May propose new/revised employment contracts to full Council for their approval
- Will identify and recommend to full Council vacancies (together with proposed salaries) that need to be filled. If recruitment approved by full Council, the committee has full delegated powers to advertise, shortlist, interview and identify the preferred candidate(s) which they will then recommend to full Council. If approved by full Council the committee will make the agreed formal offer on behalf of the Council, take up references and induct the new employee.

Adopted by resolution of the Council 9th November 2017

Revised and approved by resolution of the Council, 9<sup>th</sup> May 2019