

## **Employment, Discipline & Grievance and Appeal panels – Terms of Reference**

These Terms of Reference define the membership and responsibilities of each of the panels, the relationship between each of them and between the employee, the line manager and these panels. The line manager and these panels are the mechanisms by which we manage our employees and safeguard their interests.

### **Principles**

1. The line manager of the Clerk is the Chairman of the Parish Council; the line manager of all other employees is the Clerk
2. The line manager is responsible for
  - 1.2 ensuring that the employee understands the requirements of their job and the expectations of the Council
  - 2.2 ensuring that the employee has the training, equipment, tools and facilities necessary to do their job safely
  - 3.2 dealing promptly with any grievance raised by the employee
  - 4.2 dealing promptly with any sub-standard performance or behaviour
3. The line manager is responsible for arranging that essential work is done during periods of absence of the employee
4. The Employment panel support but do not substitute for the line manager. The Discipline and Grievance panel and Appeal panel are responsible for the formal stages of the Discipline and Grievance policies.
5. The membership of the employment panel should as far as possible change slowly to maintain continuity. The membership of the Discipline and Grievance panel and Appeal panel should as far as possible not change during a period when they are considering a case.

### **Membership**

6. All councillors will be a member of one of the panels with the exception of the Chairman and Deputy Chairman who will not be members of any of the panels.
7. To maintain continuity members of the Employment panel will be elected for three years. The longest serving third of the panel will retire each year. In the first year new members of the panel will be assigned notional terms of office to initiate the cycle. The councillor filling a casual vacancy on either panel will have the same term as the councillor that caused the casual vacancy.
8. The Discipline and Grievance panel and Appeal panel will be elected annually. To maintain continuity the election of the Discipline and Grievance panel and Appeal panel will be delayed if necessary to allow the completion of a case that they are considering at the time.
9. Members of all panels must keep confidential personal information about employees and not disclose it even to other members of the council except to the extent that is necessary to allow the Council to function properly.
10. Members of all panels must declare any knowledge, interests or relationships that may influence or may be interpreted as influencing decisions, and if appropriate withdraw from participation in that issue.

## **Employment Panel**

11. The Employment panel has no delegated authority but will act to provide recommendations to the Council and advice to line managers and employees. The Employment panel should be impartial in all matters.
12. The Employment panel will support the line manager in recruiting a new member of staff by advising on Job Description, advertisement, employment contract, and by jointly interviewing candidates and jointly presenting recommendation for employment to the Council
13. The Employment panel will advise employees on matters of fact and if action is required refer the issue to the line manager and agree the action to be taken.
14. The Employment panel will advise line managers on matters of fact and if action is required agree the action to be taken.
15. The Employment panel will review the Council policies that relate to employment and recommend changes and additions to ensure that the Council complies with the law and good practice for a Council of our size.

## **Discipline and Grievance panel and Appeal panel**

16. These panels will deal with the formal stages of the Discipline and Grievance policy and any appeals that arise.
17. In general it will be appropriate for a small group of the panel, normally three members, to consider and reach decisions on the issue referred to them. The panel should determine the size and membership of this group at the time, and authorise that group to act on behalf of the panel. This group must maintain confidentiality about the issue from all other members of the panel and the Council.
18. If changes to any Council policy or practice are required as a result of their considerations the panel or smaller group should recommend the change to the Council