

St Athan Community Council Employee Review Committee Terms of Reference



Adoption

These Terms of Reference were adopted by St Athan Community Council on 5th May 2026.

Minute reference:

Review date: 4th May 2027

Signed:

Name:

Chair of St Athan Community Council

1. Purpose

The purpose of the Employee Review Committee is to support St Athan Community Council in fulfilling its responsibilities as an employer.

The Committee will consider staffing, employment, performance review, welfare, pay and conditions, training, recruitment, grievance, disciplinary and related employment matters, and make recommendations to Full Council where required.

2. Status and Authority

The Employee Review Committee is a committee of St Athan Community Council.

The Committee may consider confidential staffing matters and may recommend action to Full Council. Unless specific delegated authority is granted by Full Council, final decisions affecting employment contracts, pay, dismissal, appointment or major staffing expenditure shall remain with Full Council.

Where employment matters require confidentiality, the Committee may resolve to exclude the press and public in accordance with the Council's Standing Orders and relevant legislation.

3. Membership

The Committee shall consist of the Chair of Council and two other councillors.

The two councillor members shall serve on a rolling basis, with membership reviewed and appointed by Full Council at least annually, or as required.

Where the Chair of Council has a conflict of interest or is otherwise unable to act, Full Council may appoint another councillor to serve in their place for that matter.

Employees of the Council shall not be members of the Committee.

4. Quorum

The quorum shall be three members.

No formal decisions or recommendations shall be made unless all three members are present.

5. Meetings

The Committee shall meet at least once per year and additionally as required.

Meetings may be called by the Chair of the Committee, the Chair of Council, the Proper Officer, or by resolution of Full Council.

Agendas and papers shall be issued in accordance with the Council's Standing Orders.

The Proper Officer and/or Responsible Financial Officer may attend meetings to provide advice and support but shall not be voting members.

6. Responsibilities

The Committee shall:

- a. Review employee roles, job descriptions, contracts of employment and terms and conditions, and make recommendations to Full Council where changes are required.
- b. Review employee salary levels, pay scales, working hours and allowances, and make recommendations to Full Council as appropriate.
- c. Ensure the Council has suitable employment policies in place, including policies relating to grievance, discipline, capability, appraisal, sickness absence, equality, health and safety, dignity at work and training.
- d. Arrange and oversee annual employee appraisals, including the appraisal of the Clerk/Proper Officer.
- e. Review training and development needs for employees and make recommendations regarding appropriate training.
- f. Consider staffing structure, workload, resourcing and capacity issues, and report recommendations to Full Council.
- g. Oversee recruitment processes where authorised by Full Council, including drafting job descriptions, person specifications, advertisements, interview arrangements and recommendations for appointment.
- h. Consider probationary reviews and make recommendations on confirmation of appointment where applicable.
- i. Consider employee welfare, wellbeing and working conditions.
- j. Consider employment-related complaints, grievances, disciplinary matters or capability matters in accordance with adopted Council policies.
- k. Seek professional HR, legal or sector advice where necessary, subject to any budgetary limits or approval requirements set by Full Council.

7. Delegated Powers

Subject to Council approval, the Committee may be delegated authority to:

- a. Conduct annual employee appraisals.
- b. Make recommendations to Full Council on staffing, pay and employment matters.
- c. Review and draft employment policies for approval by Full Council.
- d. Manage recruitment processes up to shortlisting and interview stage.
- e. Deal with routine staffing matters that do not alter contracts, salary, hours or employment status.

The Committee shall not normally have delegated authority to dismiss an employee, appoint a new employee, increase salary, change contractual terms, or approve significant expenditure unless Full Council has expressly granted such authority.

8. Confidentiality

All members of the Committee must treat staffing and employment matters as confidential.

Papers relating to individual employees, pay, grievance, disciplinary, sickness absence, performance or welfare matters shall be treated as confidential and shall not be disclosed except where required for proper Council business or by law. Confidential minutes shall be kept separately where appropriate.

9. Conflicts of Interest

Committee members must declare any personal or prejudicial interest in accordance with the Councillor Code of Conduct.

A member with a conflict of interest in relation to an employee or staffing matter shall not take part in the discussion or decision unless properly permitted to do so.

10. Reporting to Full Council

The Committee shall report its recommendations to Full Council.

Reports to Full Council shall preserve confidentiality where individual employment matters are involved.

Where a confidential recommendation is made, it shall be considered in confidential session where appropriate.

11. Appeals

Where the Council's policies provide for an appeal stage, members who have taken part in the original decision should not sit on the appeal panel.

Full Council may appoint a separate Appeals Panel when required.

12. Review of Terms of Reference

These Terms of Reference shall be reviewed annually by Full Council.

Any amendments must be approved by Full Council.