

Sheviock Parish Council

Terms of Reference: Employment and Disciplinary Committee

1. Objective

- 1.1 The Employment and Disciplinary Committee is constituted to consider all short listed applications for Employment and Grievance or Disciplinary Action referred to Sheviock Parish Council by an employee.

2. Membership

- 2.1 Membership shall consist of the Chairman of the Parish Council and two councillors elected to serve at the annual Parish meeting of Sheviock Parish.
- 2.2 The Chairman of the Parish Council will be the Chairman of the Employment and Disciplinary Committee.
- 2.3 A third councillor may be co-opted from time to time by the full council, where the full council considers this is appropriate.

3 Standing Orders and Policy

- 3.1 The Standing Orders approved by Sheviock Parish Council for Parish Council meetings will apply to meeting of the Employment and Disciplinary Committee.
 - 3.1.1 Three (3) members will constitute a quorum.
- 3.2 The Employment and Disciplinary Committee and its Chairman will act in accordance with Sheviock Parish Council's Disciplinary and Grievance Procedures.

4 Responsibilities

- 4.1 To interview candidates selected by the Parish Selection Committee and recommend appointment to the full Parish Council.
- 4.2 To carry out hearings under the Council's Disciplinary and Grievance Procedures and to recommend action to the full Parish Council.

5 Meetings

- 5.1 Meetings will be held as required and in accordance with the time scales set down in the Parish Council's Disciplinary and Grievance Procedures and as required for the interview of applicants for employment.

6 Status of reports received from Special Meetings Planning Committee

- 6.1 Reports and minutes of Special Planning Meetings shall be reported to the Parish Council for approval by resolution..

Date:

Signed: