Radyr & Morganstown Community Council
Cyngor Cymuned Radur a Threforgan

Employment & Allowances Committee – Terms of Reference 2023/24

Role

The Employment Committee is tasked with overseeing all employment matters for the Clerk, Assistant Clerk and Handyman and making recommendations to Full Council.

The Committee is also tasked with considering the implications of the work of the Independent Remuneration Panel for Wales and making recommendations to Full Council.

Responsibilities

- To recruit the highest calibre employees following the procedure set out in Annex A to enable the Community Council to be a continued success. All employment decisions will be made with integrity, based on objective and transparent criteria set out for each role.
- To review annually the NJC pay scale and pay award and make recommendations to Council.
- To conduct and approve a review of performance and annual appraisal of the work of the Clerk.
- To manage any formal or informal grievance matter in line with the Council's Grievance Procedure and Standing Orders.
- To manage any disciplinary procedure in line with the Council's Disciplinary Procedure.
- To manage any capability review in line with the Council's Capability Procedure.
- To consider the implications of the work of the Independent Remuneration Panel for Wales on the Council.

Membership

Members of the Committee are appointed at the Annual Meeting of the Council in May. The Chair of Council, Vice-Chair of Council and Chair of Finance are automatically appointed.

The Chair of Council is appointed as the Chair of the Committee.

All Members of the Employment Committee must be Members of Council.

Meetings

The Committee meets when there are employment matters or other matters to be considered. All meetings shall be notified and conducted in accordance with the R&MCC Standing Orders.

Quorum: At least one third of Members must be present; in no case can a quorum be less than three Members.

Reporting

The Chair of Council (or other nominated Member in his/her absence) will provide a report on any employment matters considered by the Full Council. The report will include all recommendations made by the Employment Committee.

The Clerk will report to Council on any issues arising from the work of the Independent Remuneration Panel for Wales and making recommendations to Full Council.

Annex A: Recruitment Procedure

Selection decisions will look at the candidate's experience, academic prowess, and suitability for the role. The skills required for each role will be a key criterion in the selection process.

All vacancies will have a role profile. If one does not exist, the Committee will create it.

No vacancies will be advertised or filled without approval from the Employment Committee. Once approval has been obtained the recruitment process can commence. No offers should be made until full approval has been granted.

Facilitating selection events: The selection event will be reviewed for each position and adjusted accordingly. The process can be designed specifically for each position to ensure it delivers the right person for that role.

The selection event can include, but is not limited to:

- CV
- Application forms
- Telephone interviews
- Face to face interview – there must always be a minimum of 2 Members present at an interview.
- The interviews can be competency based and strength based.

The selection process will be designed to be as objective as possible. The process will be designed to evidence skills, abilities, and experience for the role.

All parties involved in the selection process will gather evidence to demonstrate a fair and objective assessment.

The Committee will make contact to offer the successful candidate the position. If candidates are unsuccessful feedback can be offered.

Scores from the selection process will be recorded and interview notes maintained for a period of no more than three months and then destroyed.

Contracts for the successful candidate will be created and approved by the Committee

All candidates will be made aware that pre-employment vetting is required, and they will be asked for their permission to gather these materials. This will enable all relevant information to be obtained during the selection process to complete necessary checks. The pre-employment checks that are carried out are:

- Right to work in the UK (passport)
- Proof of address (3 years – utility bills, NOT driving licence)
- Criminal record check
- Credit check if relevant to position
- References – where appropriate

The decision to employ will only be made once all relevant checks have been completed.

References are obtained so checks can be made that claims from the candidates are correct. They should ideally cover at least three years prior to the start date. This three-year period should be covered by a minimum of two references. Character references from an acceptable profession can be obtained to cover gaps in career history.

All paperwork relating to the selection process must be stored in a confidential / private place until destroyed.