

NOTICE OF MEETING: **EMPLOYMENT & TRANSFORMATION**
TIME: 8:20pm – 8:40pm
DATE: Monday 22nd May 2023
VENUE: Community Room, Recreation Ground

Mrs C M O'Brien – Clerk to Histon & Impington Parish Council
17th May 2023

MEMBERS: 5 + 2 Ex Officio

AGENDA

QUORUM: 3

ET23/001	Election of Committee Chair Election of Committee Deputy Chair	For Decision
ET23/002	To Receive Declarations of Interests To receive declarations of pecuniary interest from Councillors on items on the agenda	
ET23/003	Public Participation To allow up to 15 minutes for any members of the public to address the meeting in relation to any matter on the agenda	
ET23/004	To receive copy of draft Terms of Reference for review and approval at the next meeting <u>Attached</u>	For Decision
ET23/005	Date(s) of next meeting Suggested for inclusion within the Annual Calendar: Monday 3 rd July; Monday 2 nd October; Monday 11 th December; Monday 5 th February 2024; Monday 8 th April 2024. <i>Amended dates are subject to Clerks availability</i>	For Decision

Terms of Reference: Parish Council Employment and Transformation Committee

Purpose: The purpose of the Employment and Transformation Committee (E&T) is to oversee and manage all matters related to employment, workforce development, and organizational transformation within the Parish Council. The E&T aims to ensure fair and effective employment practices, foster a positive work environment, and drive continuous improvement in the council's operations.

Scope:

The E&T's scope of responsibility includes, but is not limited to, the following areas:

- a) **Recruitment and Selection:** Develop and implement strategies for attracting and selecting qualified candidates for employment within the Parish Council, ensuring fairness, diversity, and merit-based selection processes.
- b) **Employee Development and Training:** Identify training needs, develop training programs, and promote professional development opportunities for council staff to enhance their skills, knowledge, and effectiveness in their roles.
- c) **Performance Management:** Establish performance management frameworks, including goal-setting, performance appraisal processes, and recognition programs, to motivate and evaluate the performance of council employees.
- d) **Employee Engagement and Well-being:** Develop initiatives to foster a positive work environment, enhance employee engagement, and promote employee well-being, including policies related to work-life balance, employee recognition, and grievance resolution.
- e) **Organisational Change and Transformation:** Lead and support organizational change initiatives, such as process improvements, restructuring efforts, or technology implementations, ensuring effective communication, stakeholder engagement, and change management strategies.
- f) **Communications:** Formulate and recommend communication strategies; assist, and train where necessary, Councillors and staff to produce material to be delivered via website, *highlights*, and social media; monitor and measure (oversight) all Council communications and make recommendations as appropriate.
- g) **Crisis Communication:** Develop protocols and guidelines for effective communication during crises, emergencies, or sensitive situations, ensuring timely and accurate information is disseminated to relevant parties
- h) **Employee Policies and Procedures:** Review, update, and develop employment policies and procedures, ensuring compliance with relevant laws, regulations, and best practices.
- i) **Equal Employment Opportunity:** Promote diversity, equality, and inclusion within the council's workforce by developing and implementing policies and practices that prevent discrimination and encourage diversity in recruitment, retention, and promotion.
- j) **Workforce Planning:** Assess and anticipate the council's future workforce needs, develop succession plans, and ensure the availability of appropriate skills and talent to meet current and future demands.

Composition:

The Employment and Transformation Committee shall consist of members appointed by the Parish Council, including councillors and staff*+. The committee chairperson will be selected among the committee members.

*For the work of the committee to be effective, staff will need to be positively involved as equal partners in discussions and decisions.

+To be decided – co-option of external experts as may be required or beneficial

Reporting and Accountability:

The E&T shall report to the Parish Council on a regular basis, providing updates, recommendations, and progress reports related to employment and transformation matters.

Authority and Decision-making:

The E&T is authorised to make recommendations and decisions within its defined scope of responsibility. Major decisions, policy changes, or significant resource allocations shall be presented to the Parish Council for approval.

Meetings:

The committee shall meet at regular intervals, as determined by the committee chairperson, but not less than once every quarter. Additional meetings may be called as necessary.

Review and Amendment:

These terms of reference shall be periodically reviewed and may be amended or updated as deemed necessary by the Parish Council to align with changing needs and circumstances.