

NOTICE OF MEETING: **EMPLOYMENT & TRANSFORMATION**
TIME: 7.30pm
DATE: **Monday 30th October 2023**
VENUE: Parish Office, Recreation Ground

Mrs C M O'Brien – Clerk to Histon & Impington Parish Council
25th October 2023

MEMBERS: 5 + 2 Ex Officio

AGENDA

QUORUM: 3

ET23/006	To Elect Committee Chair	For Decision
ET23/007	To Elect Committee Vice Chair	For Decision
ET23/008	To Receive Apologies for Absence	
ET23/009	To Receive Declarations of Interests To receive declarations of pecuniary interest from Councillors on items on the agenda	
ET23/010	Public Participation To allow up to 15 minutes for any members of the public to address the meeting in relation to any matter	
ET23/011	To Approve minutes of the meeting 22nd May 2023 <u>Attached</u>	For Decision
ET23/012	To Review amended Terms of Reference (attached)	For Decision
ET23/013	To Review Assistant Ranger Job Description and Contract	For Decision
ET23/014	Public Bodies (Admission to Meetings) Act 1960 Exclusion of the Press and Public - to resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting	For Decision
ET23/015	To Receive update on current staffing provision (confidential)	For Decision
ET23/016	To Review feedback and recommendations from Staff Review and Development session (confidential)	For Decision
ET23/017	Public Bodies (Admission to Meetings) Act 1960 Re-admittance of the Press and the Public – to resolve that the confidential business having been concluded, the Press and the Public be re-admitted to the Meeting	
ET23/019	Date(s) of next meeting – Monday 5th February, Monday 8th April	

**Minutes of Histon & Impington Employment & Transformation
8:20pm, Monday 22nd May 2023
Community Room, Recreation Ground, New Road, Impington**

Employment & Transformation Minutes

Membership: 6 + 2 ex-officio

Appendices: 0

Quorum: 3

Agenda No:	<p>Present: Cllrs: David Legge, Sarah Smith Ex Officio Members: Cllrs: Yvonne Murray, Edd Stonham Clerk(s): Theresa King, Amelia Luck</p> <p>2 vacancies</p>	
ET23/001	<p>ELECTION OF COMMITTEE CHAIR</p> <p>Cllr Stonham proposes Cllr Payne. Cllr Legge seconds. All in favour. Cllr Payne to be confirmed as chair of Employment & Transformation Committee at next meeting.</p> <p>ELECTION OF COMMITTEE DEPUTY CHAIR</p> <p>Cllr Legge proposes Cllr Stonham. Cllr Smith seconds. All in favour. Cllr Stonham deputy chair of Employment & Transformation Committee.</p> <p>Deputy chair leads meeting in the absence of chair.</p>	
ET23/002	<p>MEMBERS DECLARATIONS OF INTERESTS AND DISPENSATIONS</p> <p>None declared</p>	
ET23/003	<p>PUBLIC PARTICIPATION</p> <p>No public present</p>	
ET23/004	<p>To receive copy of draft Terms of Reference for review and approval at the next meeting</p> <p>Noted.</p>	
ET23/005	<p>DATE OF NEXT MEETING</p> <p>Meeting close: 8.24pm</p> <p>Next meeting: Monday 3rd July; Monday 2nd October; Monday 11th December; Monday 5th February 2024; Monday 8th April 2024.</p>	

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.