



Sheviack Parish Council

Terms of Reference: Employment and Selection Committees

1. Objective

- 1.1 The Selection and Employment Committees are constituted respectively to consider and to short list applications for Employment and to interview and appoint applicants to fill employment vacancies for Sheviack Parish Council. This separation of roles is to provide transparency when many applicants could be known to parish councillors.

2. Membership

- 2.1 Membership of the Selection Committee shall consist of the Vice Chairman of the Parish Council and two councillors elected by the full council from time to time to consider applications for a job vacancy.
- 2.2 Membership of the Employment Committee shall consist of the Chairman of the Parish Council and two councillors elected by the full council from time to time to consider applications for a job vacancy.
- 2.3 Councillors shall not be appointed to both the Selection and Employment Committees for a particular vacancy.
- 2.4 Any councillors with a personal link to any applicant shall be excluded from membership of either committee and paragraph 3.5 of the Cornwall Town and Parish Council's Code of Conduct shall apply to those councillors at the meeting of the Parish Council when the report from the Selection or Employment Committee is considered and approved.

3 Standing Orders and Policy

- 3.1 The Standing Orders approved by Sheviack Parish Council for Parish Council meetings will apply to meetings of the Selection and Employment Committees.
 - 3.1.1 Three (3) members will constitute a quorum for both committees.
- 3.2 The full Parish Council will approve, prior to advertising a vacancy, a job description and marking schedule for each vacancy as it occurs and these will be used for marking both by the Selection and Employment committees in their evaluation of applications and applicants.

4 Responsibilities

- 4.1 The Selection Committee to consider applications submitted for a job vacancy and short list for interview normally between 4 and 6 candidates.
- 4.2 The Employment Committee to interview candidates selected by the Parish Selection Committee and recommend appointment to the full Parish Council.

5 Meetings

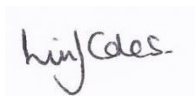
- 5.1 Meetings will be held as required and in accordance with the time scales set down advertisements describing a job vacancy and as required for the interview of applicants for employment.

6 Status of reports received from the Selection and Employment Committees

- 6.1 Reports and minutes of the Selection and Employment Committees shall be reported to the Parish Council for approval by resolution.

These Terms of Reference were adopted by Sheviock Parish Council on 9th May 2016

Minute Reference: page 7, item 13 Refers.



Signed:

Clerk to Sheviock Parish Council