

Avon Fire Authority
Employment Committee
TERMS OF REFERENCE

Membership

There will be 9 Members of the Committee with a quorum of 4.

Determination of individual cases will be determined by a Panel of 3 Members (1 from each political group).

Meeting Frequency

Annually in the municipal year and then as required.

Reporting to

Full Committee - Minutes go to the Fire Authority.

Panels – inform the annual review.

Purpose

The determination of employee related issues.

Lead Officer

Deputy Chief Fire Officer

Functions

As a Full Committee

- To undertake the recruitment and appointment of the Principal Officers, the Clerk and the Treasurer.
- To undertake the annual pay review for the Principal Officers, the Clerk and the Treasurer and to make recommendations to the Fire Authority.
- To review the Statutory Pay Policy Statement annually and make recommendations to the Fire Authority.
- To undertake an annual review of all completed disciplinary, grievances and other employee disputes (including Employment Tribunals and personal injury claims).

As a Panel

- To make suspension decisions and determine disciplinary matters against the Chief Fire Officer, the Deputy Chief Fire Officer, the Clerk and the Treasurer.
- To determine grievances by and against the Chief Fire Officer, the Deputy Chief Fire Officer, the Clerk and the Treasurer.
- To determine appeals under the disciplinary or grievance procedures.

- To determine issues arising in relation to the payment of sick pay.
- To undertake Stage 2 reviews of Stage 1 determinations of disagreements in respect of pension matters under the Internal Dispute Resolution Procedure.
- To undertake the formal performance review of the Chief Fire Officer.
- To determine applications for re-employment from Principal Officers who retire.
- To determine any other employee dispute or appeal reserved to Members.