



# Wem Rural Parish Council

## Terms of Reference Personnel Committee

### Membership:

- The Committee will comprise of 4 Members.
- The Chairman and Membership of the Committee is established annually at the Annual Parish Council Meeting or when necessary at a Council meeting.

### Quorum:

- The quorum of the Committee shall be 3 Members.

### Meetings:

- The Committee will meet as and when required. Meetings will be held without the presence of the press and public due to the personal nature of the business to be transacted.

### Confidentiality:

- All members must preserve confidentiality to all individual staffing matters pertaining to the business of the Committee.
- All members must adhere to the Data Protection Act 1998 in the course of their duties.

### Powers and Responsibilities

- In consultation with relevant bodies<sup>1</sup> when necessary, the Committee shall make recommendation to the Council on matters of employment of employees to include:
  - To oversee the recruitment and appointment process of employees and to make recommendations to the Council.
  - Identification / negotiation of contract of employment with employees.
  - Identification of a job description, qualifications and person specification of an employee.
  - Establishment of correct rates of pay for employment for a particular appointment.
  - Induction and initial training of new employees.

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<sup>1</sup> Relevant bodies may include SALC, NALC, Shropshire Council and other appropriate bodies

- To ensure the Council complies with all legislative requirements relating to the employment of staff.
- To review and appraise the performance of employees in accordance with the Staff Performance Management Policy and Procedure and to make recommendations to the Council with regard to salary levels and allowances.
- To deal with any employee grievance in accordance with the Council's Grievance Procedures.
- To deal with any employee disciplinary matter in accordance with the Council's Disciplinary Procedures.
- To periodically review all employment policies and procedures, including the Grievance and Disciplinary Procedures, Staff Performance Management Policy and Procedure, Equal Opportunities Policy, Dignity at Work Policy and Health and Statement Policy Statement.

Adopted by the Parish Council on 5 May 2015

Reviewed and adopted on 10 May 2016

Reviewed and adopted on 9 May 2017

Reviewed and adopted on 1 May 2018

Reviewed and adopted on 7 May 2019

Review date May 2020