

Shawbury Parish Council Personnel Committee – Terms of Reference

1. Purpose

The Personnel Committee is established to manage and oversee all staffing matters on behalf of the Parish Council, ensuring compliance with employment legislation and best practice. It will act as the Council's advisory and decision-making body for personnel issues within delegated authority.

2. Membership

- The Committee shall consist of **three Parish Councillors**, appointed at the Annual Parish Council Meeting.
 - The **Chairman and Vice-Chairman of the Council** may serve as ex-officio members.
 - A **quorum** shall be **three members**.
 - The Committee shall elect its **Chair** and **Vice-Chair** at its first meeting following the Annual Meeting.
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3. Meetings

- The Committee will meet **at least annually** to review staffing matters and conduct the Clerk's appraisal.
 - Additional meetings may be convened as required by the Chair or two members.
 - Meetings dealing with individual staff matters will be held in **confidential session** in accordance with Standing Orders.
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4. Responsibilities

The Personnel Committee shall:

Staffing Structure & Roles	Review and recommend staffing structure, job descriptions, and person specifications.
Recruitment & Selection	Act as the recruitment panel for Parish Council Staff
Contracts and Conditions	Review and recommend contracts of employment, pay scales, pensions, and other benefits.
Performance Management	Ensure annual appraisals for the Clerk and other staff.

	Monitor performance and address capability issues.
Policies & Compliance	Review HR policies (disciplinary, grievance, health & safety, training) and recommend updates to Full Council. Ensure compliance with employment law and Council policies.
Training and Development	Promote staff development and training opportunities.
Disciplinary & Grievance	Hear and determine matters of discipline and grievance in accordance with Council policy.
Budget	Recommend personnel-related budget requirements to Full Council.

5. Delegated Authority

- The Committee may make decisions within its remit, subject to budget limits approved by Full Council.
 - Matters outside delegated authority will be referred to Full Council with recommendations.
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6. Confidentiality

All discussions and records relating to individual employees shall remain confidential and comply with data protection requirements.

7. Review

These Terms of Reference shall be reviewed annually at the Annual Parish Council Meeting.
