

MEMBERSHIP

- The Committee will comprise of at least 3 Members, being the Chair of the Parish Council plus others.
- The Members of the Committee, shall be established annually at the Annual Parish Council Meeting or when necessary, at a Council meeting. The Chair will nominate persons for consideration by the meeting, but any Councillor may also nominate other persons.

QUORUM

- The quorum of the Committee shall be 3 Members.

MEETINGS

- The Committee will meet 3 times per year or as and when required but will aim to establish the following timetable.
 1. **November** Committee Meeting
 2. **November/December** Committee meeting with Council Clerk convened for Clerks Annual Appraisal
 3. **June** Committee Meeting
- 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

POWERS AND RESPONSIBILITIES

- In consultation with relevant bodies¹ when necessary, the Committee shall make recommendation to the Council on matters of employment of employees including:
 - The recruitment and appointment process of employees the Council
 - The identification and negotiation of contracts of employment with employees
 - The identification of a job description, qualifications, and person specification of new employees
 - The correct rates of pay for a new appointment their ongoing rates of pay
 - The induction and initial training of new employees
 - The legislative requirements relating to the employment of staff
- The Personnel Committee shall
 - In a structured way review and appraise the performance of employees annually and make recommendations to the Council about salary levels and any allowances. Recommendations will be made to the Parish Council in November/December in line with budget setting and for implementation from 1st April
 - Deal with any employee grievance in accordance with the relevant clauses of their Contract Of Employment²
 - Deal with any employee disciplinary matter in accordance with the relevant clauses of their Contract Of Employment³
 - To periodically review all employment policies and procedures as appropriate.

This document was reviewed and accepted at the meeting held on 17th October 2023

¹ Being SALC, NALC, Shropshire Council or other relevant bodies.

² See clause 21 Contract of Employment Clerk and Responsible Financial Officer to the Council dated 1/11/16.

³ See clause 21 Contract of Employment Clerk and Responsible Financial Officer to the Council dated 1/11/16.