



"Not for self"

Oswestry Rural Parish Council

Personnel Committee

Terms of Reference

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| Membership | FOUR Members of the Parish Council. |
| Quorum | THREE Members of the Committee. |
| Authority | Local Government Act 1972, Sections 101 and 102. |
| Conditions | The Council's Standing Orders apply to all meetings of the Committee. Members must adhere to the Data Protection Act 2018. |
| Appointment | The Committee shall be appointed on an annual basis at the Annual Meeting of the Parish Council. The first order of business of the first meeting of the Committee after its annual appointment shall be to elect a Chairman. |
| Delegation | The Committee may arrange to devolve any of its functions to a sub-committee or to an officer. |
| Meetings | The Committee shall meet as required. Once approved by the Committee the minutes of meetings shall be presented to the next meeting of the Parish Council for adoption. |
| Confidentiality | Due to the confidential nature of the business to be transacted the meetings will be conducted in private in pursuance of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. |
| Information | Committee Members will receive an agenda and supporting documents in accordance with the Council's Standing Orders. Notice of meetings shall be posted in accordance with the Council's Standing Orders. |
| Restrictions | Only Members of the committee may vote on agenda items. If invited to attend non-committee members are subject to the same rules as Committee Members regarding confidentiality and the requirements of the Code of Conduct. |

| | RESPONSIBILITIES | POWERS |
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| 1. | To appoint staff as required to carry out the decisions and functions of the Parish Council. | Delegated power to appoint staff. |
| 2. | To agree and review employee contracts of employment. | Committee to have the power to approve. |
| 3. | To agree and review employee job descriptions, qualifications and person specifications. | Committee to have the power to approve. |
| 4. | To consider/review employee rates of pay and hours of work in accordance with NALC/SLCC pay scales. | No delegated power. Committee to recommend rates of pay and hours of work to full Council for approval. |
| 5. | To agree employee training needs. | Committee to have the power to approve. |
| 6. | To ensure compliance with all legislative requirements relating to the employment of staff. | Committee to have the power to ensure legislative compliance relating to employment. |
| 7. | To carry out and review the performance of employees in accordance with the Staff Performance Management Policy and Procedure. | Committee to have the power to approve. |
| 8. | To deal with employee issues in accordance with the Council's Grievance Procedures. | Committee to have the power to deal with employee issues. |
| 9. | To deal with employee disciplinary matters in accordance with the Council's Disciplinary Procedures. | Committee to have the power to deal with disciplinary matters. |
| 10. | To carry out an annual review of all policies relating to employment. | Committee to have the power to review and approve. |
| 11. | To consult relevant bodies e.g. SALC, NALC, SLCC for employment advice where necessary. | Committee to have the power to seek advice. |
| 12. | To delegate areas of responsibility to a sub-committee, working group or the Clerk. | Committee to have the power to delegate. |

The Committee **may not** consider:

- a) Complaints by one Council employee against another Council employee, or between a Council employee and the Council as employer. These matters are dealt with under the Council's disciplinary and grievance procedures.
- b) Complaints against councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council on 1 July 2012 and, if a complaint against a councillor is received by the Council, it shall be referred to Shropshire Council's Standards Committee.

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| <i>Adopted:</i> | <i>25 February 2020</i> |
| <i>Reviewed:</i> | <i>28 September 2023</i> |
| <i>Minute no:</i> | <i>1797 c</i> |
| <i>To be reviewed:</i> | <i>May 2024</i> |