**Market Drayton Town Council**

## Personnel Committee

The overall purpose of this committee is to effectively and efficiently discharge the Council’s duties as an Employer.

1. To undertake hearings Disciplinary and Capability matters in accordance with the Council’s Grievance and Disciplinary Procedures;
2. To deal with Disciplinary & Capability matters to a final conclusion, only reporting to Council when the time for any appeal has passed;
3. Appraisal of the Town Clerk and Assistant Town Clerk;
4. To reviews of Terms & Conditions of Service & Salaries;
5. To ensure management and supervisory training is undertaken and updated.
6. To monitor staff training external and internal
7. To consider any changes to Staffing Levels;
8. To Consider Staffing Reviews;
9. To oversee the recruitment & selection of Staff;
10. To prepare & maintain employment documentation;
11. To prepare and review Job Descriptions;
12. To prepare and review Person Specifications;
13. To prepare and review Contracts of Employment;
14. To develop Health & Safety Policies and Procedures;
15. To consider any other matters delegated to the Committee by Council.