



PERSONNEL COMMITTEE		March 2017
7 Members		Quorum: 3
	Function of Committee Column 1	Delegation of Function Column 2
1	To recommend to Council the overall establishment/staffing structure and approval of additional posts	None – Final approval remains with council
2	To agree the pay and conditions of staff	Committee
3	To make recommendation to Council on Personnel Policies and Employee Handbook	Committee
4	Appointment of Staff	<p>Recommendation to appoint Town Clerk to be endorsed by Council.</p> <p>Selection for new Town Clerk, to be undertaken by a Recruitment Panel, comprising of Mayor, Deputy Mayor and one Personnel Committee Member.</p> <p>Above spinal column point 28 to Committee Appointment of other staff up to spinal column point 28 to Town Clerk in consultation with two members of the Committee. Town Clerk for casual and temporary appointment to approved positions up to spinal column point 28. Decision on whether to fill vacant positions is delegated to Clerk. Decision on recruitment of consultants to Committee. Decision on recruitment of agency staff to either the Town Clerk or the Deputy.</p>
5	Disciplinary matters under the Council's Disciplinary Procedures	<p>Personnel Committee in the case of the Town Clerk, with appeal to three Members of the Council who are not on the Personnel Committee. Dismissal of Town Clerk to be ratified by Full Council For all other staff, Town Clerk with appeal to Personnel Committee.</p>
6	Determination of individual grading issues and job evaluation	Committee
7	Issues relating to the Local Government Pension Scheme as it	Committee Administration of retirement in case of



Terms of Reference Personnel Committee

	affects individual employees and administration of retirement	permanent ill health, after appropriate medical advice via Cheshire Pensions
8	Approval of job descriptions and person specifications	Committee
9	Absence issues under the Council's Attendance Management Policy and Guidelines.	Town Clerk except Committee in the case of Town Clerk
10	Manage the Appeals Procedure Appeals Panel Formation	Appeals Panel To be convened as required by: The Chairman of the Personnel Committee and either the Town Clerk or the Town Mayor. The Panel will comprise of three members that have had no prior involvement with the matter under appeal.
11	To place staff at the disposal of other local authorities for the purpose of joint arrangements or partnership working	Town Clerk except Committee in case of Town Clerk
12	Personal Development Plan, Performance Management and Appraisals – setting and reviewing.	Town Clerk, except Personnel Members Panel comprising of the Mayor and the Chairman of the Personnel Committee in the case of Town Clerk.
13	Approval of Training and Development	Town Clerk in accordance with Budget
14	Line Management of the Town Clerk	Hierarchy: <ul style="list-style-type: none"> • Mayor • Deputy Mayor • Chairman of the Personnel Committee
15	Assessment at the end of probationary period	Town Clerk except Committee in the case of Town Clerk
16	Issue contracts of employment	Town Clerk except Committee in the case of Town Clerk
17	Redundancy and Redeployment	Committee
18	Monitoring Policy in relation to employment	Committee
19	Approval of Officer Codes of Conduct	Council
20	Health and Safety	Committee for approval of Policy other than General Statement and Organisation which are reserved for Council.
21	Manage the Grievance Procedure	Town Clerk except Committee in the case of Town Clerk
22	Administration of other Personnel Procedures	Town Clerk except Committee in the case of Town Clerk
23	Consultation with the Trade Unions	Committee quarterly overview Town Clerk and Deputy for specific issues



24	Placement and Supervision of Volunteers	Town Clerk
25	To administer the child and Vulnerable Adult Policy	Town Clerk to administer Committee to monitor

Definition of Strategic Overview

That part of an initiative or service which is considered necessary to define Policy and Budget.

Definition of Operational Management

That part of the service which is considered necessary in the delivery of an initiative or service which is within Policy and Budget.