

## PERSONNEL COMMITTEE – Terms of Reference

5 Members – Quorum of 3

The overall purpose of this Committee is to effectively and efficiently discharge the Council's duty as an employer.

### Functions of the Committee and Delegation of Functions

1. To recommend to Council the overall staffing structure including the approval of additional posts and deletion of existing posts.  
*Delegation - None - Final approval remains with Council*
2. Issues relating to the Local Government Pension Scheme as it affects individual employees and administration of retirement.  
*Delegation –*
  - *Committee (Council if Town Clerk)*
  - *Administration of retirement in cases of permanent ill health, after medical advice via Shropshire Pensions*
3. To place staff at the disposal of other local authorities for the purpose of joint arrangements or Partnership working  
*Delegation - Committee recommends, final determination by Council*
4. To agree the pay and conditions of staff  
*Delegation –*
  - *Town Clerk reserved for Council*
  - *All other staff to Committee including payment of honoraria if within approved budget; otherwise reserved to Council*
5. Approval of personnel policies & Employee Handbook  
*Delegation - Committee, including discretionary provisions of National Joint Agreement*
6. Appointment of Staff  
*Delegation –*
  - *Organisation of recruitment process and selection of the Town Clerk to a Recruitment Panel appointed by Council.*
  - *Appointment of Deputy Town Clerk/RFO to a Recruitment Panel appointed by the Committee*
  - *Appointment of other staff to Town Clerk*
  - *Town Clerk for casual staff and temporary appointments*
  - *Decision on whether to fill vacant positions is delegated to Town Clerk.*
  - *Decision on recruitment of contract staff or interim contract staff to Committee.*
7. Disciplinary matters under the Council's Disciplinary Procedure.  
*Delegation –*
  - *Town Clerk for all matters except dismissal*
  - *Appointed Hearing Officer (the Hearing Officer may be the Town Clerk for staff not directly managed by the Clerk) for dismissal*
  - *Appeal against a disciplinary decision to a nominated Panel appointed by the Committee*
  - *Dismissal of Town Clerk to be ratified by Council*

8. Determination of individual grading issues and job evaluation  
*Delegation –*
  - *Committee if within approved budget; otherwise reserved to Council*
  - *Town Clerk reserved to Council*
9. Approval of job descriptions & person specifications.  
*Delegation - Committee, except for Town Clerk reserved to Council*
10. Absence issues under the Council's Attendance Management Guidelines  
*Delegation - Town Clerk except Committee in the case of Town Clerk*
11. Competence Procedure  
*Delegation - Town Clerk except Committee in the case of Town Clerk*
12. Issue of Contracts of Employment  
*Delegation –*
  - *Town Clerk except Committee in the case of Town Clerk*
  - *Model Contract approved by Committee*
13. Redundancy & Redeployment.  
*Delegation - Committee*
14. Monitoring Equalities Policy in relation to employment  
*Delegation – Committee*
15. Approval of Officer Codes of Conduct  
*Delegation – reserved to Council*
16. Health & Safety  
*Delegation –*
  - *Committee for approval of Policy*
  - *Council for General Statement & Organisation*
17. Grievance Procedure  
*Delegation –*
  - *Town Clerk except Committee in the case of Town Clerk*
  - *Appeals to a Panel appointed by the Committee*
18. Administration of other Personnel procedures  
*Delegation - Town Clerk except Committee in the case of Town Clerk*
19. Employee Development Review and assessment at end of Probationary period  
*Delegation –*
  - *Town Clerk for all staff, often delegated to direct manager.*
  - *Mayor and Personnel Chairman for Town Clerk.*
20. Training & Development Plan  
*Delegation - Town Clerk*
21. To make budget recommendations to Full Town Council for all staffing related costs (salaries/training/expenses/conferences/workwear)  
*Delegation - None - Final approval remains with Council*

22. Appointment/termination of HR contractor or ad-hoc specialist HR services  
*Delegation –*
- *Committee - for approved contractor*
  - *Town Clerk – for ad-hoc non contractor services.*
23. Appointment/termination of H&S contractor or ad-hoc specialist H&S services  
*Delegation –*
- *Committee - for approved contractor*
  - *Town Clerk – for ad-hoc non contractor services.*
24. Freedom of Information and Data Protection  
*Delegation –*
- *Committee - to review requests and response, and consider appeals. To consider and approve responses to correspondence from the ICO*
  - *Town Clerk – to respond to initial requests.*

NB: Any action delegated to the Town Clerk may in his/her absence be undertaken by the Deputy Town Clerk after seeking relevant advice as necessary, if the matter cannot wait until the Town Clerk returns.