

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.