



# TERMS OF REFERENCE PERSONNEL COMMITTEE

Approved by Council: August 2016

**10 Members of the Authority**

**Quorum = 3**

**Meetings:** Meetings will take place at least quarterly in February, May, August and November.

All non-committee members may attend meetings of the Committee except for confidential items or matters relating to grievance or discipline and speak at the Chairman's discretion, but are unable to vote.

Function of Committee Column 1	Delegation of Functions Column 2
1. All delegated functions as set out in the Terms of Reference and Delegation of Council.	Committee,
2. To recommend to Council the overall Staffing structure and approval of additional posts.	None-Final approval remains with Council
3. To agree the pay and conditions of staff	<ul style="list-style-type: none"> <li>• Town Clerk reserved for Council</li> <li>• All other staff to Committee including payment of honoraria providing within agreed budget.</li> </ul>
4. Approval of personnel policies & Employee Handbook	<ul style="list-style-type: none"> <li>• Committee, including discretionary provisions of National Joint Agreement.</li> </ul>
5. Appointment of Staff	<ul style="list-style-type: none"> <li>• Recommend appointment of new <u>Town Clerk</u> to be endorsed by Council</li> </ul> <p style="margin-left: 20px;">Selection of long list by Town Clerk with personnel assistance if appropriate</p> <p style="margin-left: 20px;">Selection of final short List-Chairman &amp; V Chairman + Mayor &amp; Deputy Mayor</p> <p style="margin-left: 20px;">Final Interview-Committee + Mayor</p> <ul style="list-style-type: none"> <li>• Appointment of other Staff Scale Point 28 and above to Town Clerk in consultation with 2 members of Committee.</li> <li>• Appointment of Staff below Scale Point 28 to Town Clerk.</li> <li>• Town Clerk for casual staff and temporary appointments to approved positions below Scale Point 2</li> <li>• Decision on whether to fill vacant positions is delegated to Town Clerk</li> <li>• Decision on recruitment of contract staff or interim contract staff to Committee</li> </ul>
6. Disciplinary matters under the Council's Disciplinary Procedure.	<ul style="list-style-type: none"> <li>• Town Clerk with appeal to Personnel Committee</li> <li>• Personnel Committee in the case of the Town Clerk with appeal to 3 members of Council who are not on Personnel Committee.</li> <li>• Dismissal of Town Clerk to be ratified by Council</li> </ul>
7. Determination of individual grading issues and job evaluation.	<ul style="list-style-type: none"> <li>• Committee, except Town Clerk reserved to Council</li> </ul>
8. Issues relating to the Local Government Pension Scheme as it affects individual employees and administration of retirement.	<ul style="list-style-type: none"> <li>• Committee (Council in case of Town Clerk)</li> <li>• Administration of retirement in cases of permanent ill health, after appropriate medical advice via Bedfordshire Local Government Pensions</li> <li>• Pensions Discretions Policies to Committee</li> </ul>
9. Approval of job descriptions & person specifications.	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
10. Absence issues under the Council's Attendance Management Guidelines.	<ul style="list-style-type: none"> <li>• Town Clerk except Committee in the case of Town Clerk</li> </ul>
11. Appeals Procedure.	<ul style="list-style-type: none"> <li>• Town Clerk except Committee in the case of an appeal against decision of Town Clerk</li> <li>• In case of appeal against decision of Committee, to Appeals Committee.</li> </ul>

12	To place staff at the disposal of other local authorities for the purpose of joint arrangements or Partnership working.	<ul style="list-style-type: none"> <li>• Council</li> </ul>
13	Competence Procedure.	<ul style="list-style-type: none"> <li>• Town Clerk except Committee in the case of Town Clerk</li> </ul>
14	Issue of Contracts of Employment.	<ul style="list-style-type: none"> <li>• Town Clerk except Committee in the case of Town Clerk</li> <li>• Model Contract approved by Committee</li> </ul>
15	Redundancy & Redeployment.	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
16	Monitoring Equalities Policy in relation to employment.	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
17	Approval of Officer Codes of Conduct & Member-Officer Protocol.	<ul style="list-style-type: none"> <li>• Council</li> </ul>
18	Health & Safety.	<ul style="list-style-type: none"> <li>• Committee for approval of Policy other than General Statement &amp; Organisation which are reserved for Council</li> <li>• Committee to oversee responsibilities for Council within budget and policy</li> <li>• Town Clerk for routine management</li> </ul>
19	Grievance Procedure.	<ul style="list-style-type: none"> <li>• Town Clerk except Committee in the case of Town Clerk</li> </ul>
20	Administration of other Personnel procedures.	<ul style="list-style-type: none"> <li>• Town Clerk except Committee in the case of Town Clerk</li> </ul>
21	Employee Development Review and assessment at end of Probationary period.	<ul style="list-style-type: none"> <li>• Town Clerk for all staff, often delegated to direct manager. Mayor, Personnel Chairman &amp; one another Member of Committee for Town Clerk</li> </ul>
22	Training & Development Plan for staff.	<ul style="list-style-type: none"> <li>• Town Clerk</li> </ul>
23	To administer the Volunteers Policy.	<ul style="list-style-type: none"> <li>• Town Clerk to administer</li> <li>• Committee to monitor &amp; recommend to Council</li> </ul>
24	To administer the Child & Vulnerable Adult Policy.	<ul style="list-style-type: none"> <li>• Town Clerk to administer</li> <li>• Committee to monitor &amp; recommend to Council</li> </ul>
25	To administer the Council's Equality Policy.	<ul style="list-style-type: none"> <li>• Town Clerk to administer for employees, services, volunteers and democratic processes</li> <li>• Committee to monitor &amp; recommend to Council</li> </ul>