

WTC Personnel – Standing Committee

Terms of Reference – Civic Year 2024/25

Adopted at Full Council on 15/5/2024 (WTC/FC/ACM/04/2425)

1. Objective

The Personnel Committee provides strategic management and operational oversight of the management of Whitchurch Town Council staff and associated procedures, together with Volunteer Management. This list is not exhaustive, and the Committee may be tasked with other, related areas of responsibility as seen fit, by Full Council.

The Committee is established under guidance given in the Local Government Act 1972, ss 101-106 / Sch 12, Local Government and Housing Act 1989, s13, Parish and Community Councils (Committees) Regulations 1990 (SI 1990 No 2476), other legislation and future guidance as may be issued affecting the establishment and management of Council Committees.

It is a Standing Committee of the Council and, as such, is granted delegated powers as defined in the Council's Standing Orders, Financial Regulations and Scheme of Delegation. The Committee is governed by the Council's Standing Orders, Financial Regulations, Scheme of Delegation and Code of Conduct.

It is a closed Committee due to the nature of its area of responsibility.

2. Membership

Membership shall consist of five WTC Councillors and a quorum shall consist of three members. Non-councillors may be invited to participate on the Committee should it be felt that external expertise is required, with reference to the Proper Officer.

All members of the Committee will have an equal vote, where necessary and the Chairman of the Committee will be appointed at the first Committee Meeting of the Civic Year.

The Council Chairman (Mayor) may act as a full member of the Committee is selected to be a member, or otherwise may attend in an 'ex-officio' capacity with voting rights. Councillors not on the Committee are able to attend meetings and participate as permitted by the Chairman of the Committee, though are not allowed to vote on decisions of the Committee.

3. Areas of Responsibility

Specific areas of responsibility for the Committee are included below, including delegated functions, where defined.

4. Meetings

The Committee's schedule of meetings is agreed by the Full Council, though the Chairman, Full Council or Committee Members may call additional extra-ordinary meetings as necessary to enable the Committee's business to be transacted (as defined in WTC Standing Orders).

Minutes of Committee Meetings will be presented to Full Council and form part of the minutes of the Council meeting at which they are presented.

5. Review

The terms of reference of the Committee are to be reviewed annually.

WTC PERSONNEL COMMITTEE – AREAS OF RESPONSIBILITY AND DELEGATED FUNCTIONS

Committee Function / Power	Delegation of Function
<p>1. WTC Staff Establishment</p> <p>a. To recommend to Full Council any amendment to WTC Staffing Structures and/or approval of additional posts.</p>	<ul style="list-style-type: none"> • Recommendation only. • Full Council approval required. • Operational management within Policy and Budget to Proper Officer
<p>2. Recruitment and Appointment of Staff</p> <p>a. To be responsible for the administration of recruitment processes, their effectiveness and compliance with current legislation.</p> <p>b. Oversight of all appointments, including temporary or casual staff.</p>	<ul style="list-style-type: none"> • Appointment of Staff up to SP 20 – delegated to Proper Officer, within Policy and Budget • Appointment of Staff SP 21 and over – Committee, following Proper Officer recommendation • Appointment of Proper Officer – Matter Reserved for Full Council • Decision to fill vacant position/s delegated to Proper Officer
<p>3. Staff Management (various)</p> <p>a. To approve Role Descriptions, Person Specifications and Job Evaluations</p> <p>b. Monitoring Equalities Policies in relation to employment</p> <p>c. Issues of Competence</p>	<ul style="list-style-type: none"> • Committee responsibility (Full Council in the case of the Proper Officer) • Day-to-day management of Staff Team delegated to Proper Officer
<p>4. Staff Management (various)</p> <p>a. To issue Contracts of Employment and associated terms</p> <p>b. To oversee and develop Training Plans and associated Employment Development Reviews (including Probation)</p> <p>c. Administration of other personnel-related matters – including Absence Management</p>	<ul style="list-style-type: none"> • Proper Officer delegation • Committee in the case of Proper Officer
<p>5. Administration of WTC Pension Scheme (LGPS)</p> <p>c. To be responsible for the administration of the WTC Pension Scheme (Local Government Pension Scheme) as it affects individual employees, their employment or retirement.</p> <p>d. Management and maintenance of Pensions Discretions Policies.</p>	<ul style="list-style-type: none"> • Committee responsibility (Full Council in the case of the Proper Officer) • Reference must be made to LGPS in all cases of early or ill-health retirement. • Operational management within Policy and Budget to Proper Officer
<p>6. Redeployment of Staff</p> <p>a. To place staff at the disposal of other local authorities for the purpose of joint working or partnership arrangements</p>	<ul style="list-style-type: none"> • Recommendation only. • Full Council approval required.
<p>7. Staff Pay and Conditions – outside scope of Green Book / National Agreements</p>	<ul style="list-style-type: none"> • Committee responsibility (Full Council in the case of the Proper Officer)
<p>8. Health & Safety (Employment) and related matters</p> <p>a. To recommend the Council's Health and Safety (Employment) Policy, as reviewed by the Council's Employment consultants.</p> <p>b. To review and recommend Officer Codes of Conduct to Full Council for adoption, including review and amendment of Staff Handbook/s</p> <p>c. To recommend Volunteer and Child & Vulnerable Adults Policy amendments to Full Council</p>	<ul style="list-style-type: none"> • Recommendation only. • Full Council approval required. • H&S Statement is a Matter Reserved for Full Council • Operational management within Policy and Budget to Proper Officer

9. WTC Disciplinary & Grievance Policies and Procedures / Appeals

- Proper Officer delegation with appeals to Committee
- Committee in the case of Proper Officer with appeals to 3 Councillors not members of Personnel Committee and final decision/s to Full Council