



Whitchurch Town Council

7 Members

# PERSONNEL COMMITTEE

June 2017

Quorum = 3

Function of Committee Column 1	Delegation of Functions Column 2
1 To recommend to Council the overall Staffing structure and approval of additional posts.	None - Final approval remains with Council
2. 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 (full Council if Town Clerk)</li> <li>• Administration of retirement in cases of permanent ill health, after medical advice via Shropshire Pensions</li> <li>• Other pension issues including auto enrolment</li> <li>• Pensions Discretions Policies to Committee</li> </ul>
3. 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>• Committee recommends, final determination by full Council</li> </ul>
4. 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</li> </ul>
5. Approval of personnel policies & Employee Handbook	<ul style="list-style-type: none"> <li>• Committee, including discretionary provisions of National Joint Agreement</li> </ul>
6. Appointment of Staff	<ul style="list-style-type: none"> <li>• Organisation of recruitment process for Town Clerk and selection of final short list to an Initial Recruitment Panel after preliminary interviews.</li> <li>• Final interview – Final Interview Panel of Committee members + Mayor or Deputy Mayor</li> <li>• Appointment of other Staff Scale Point 20 and above to Committee.</li> <li>• Appointment of Staff below Scale Point 20 to Town Clerk in consultation with 2 members of Committee.</li> <li>• Town Clerk for casual staff and temporary appointments to approved positions below Scale Point 20.</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>
7. 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>
8. Determination of individual grading issues and job evaluation	<ul style="list-style-type: none"> <li>• Committee, except Town Clerk reserved to Council</li> </ul>
9. Approval of job descriptions & person specifications.	<ul style="list-style-type: none"> <li>• Committee, except for Town Clerk</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 3 members of Council who are not on Personnel Committee.</li> </ul>

12. Competence Procedure	<ul style="list-style-type: none"> <li>• Town Clerk except Committee in the case of Town Clerk</li> </ul>
13 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>
14 Redundancy & Redeployment.	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
15 Monitoring Equalities Policy in relation to employment	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
16 Approval of Officer Codes of Conduct	<ul style="list-style-type: none"> <li>• Council</li> </ul>
17 Health & Safety	<ul style="list-style-type: none"> <li>• Committee for approval of Policy</li> <li>• Council for General Statement &amp; Organisation</li> </ul>
18 Grievance Procedure	<ul style="list-style-type: none"> <li>• Town Clerk except Committee in the case of Town Clerk</li> </ul>
19 Administration of other Personnel procedures	<ul style="list-style-type: none"> <li>• Town Clerk except Committee in the case of Town Clerk</li> </ul>
20 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.</li> <li>• Mayor, Personnel Chairman &amp; one other Member of Committee for Town Clerk.</li> </ul>
21 Training & Development Plan	<ul style="list-style-type: none"> <li>• Town Clerk</li> </ul>
22 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>
23 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>

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