



ALSAGER TOWN COUNCIL

PERSONNEL COMMITTEE TERMS OF REFERENCE

All delegation to be in line with Standing Orders and Financial Regulations.

7 Members	Quorum = 3
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Function of the Personnel Committee	Delegation of Function
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1	General	Delegation of Function
1.1	The overall establishment/staffing structure and approval of permanent additional posts/permanent changes to roles	Final approval remains with Council
1.2	Fixed Term Contracts or Temporary Contracts to roles outside of the approved staffing structure	Committee
1.3	Any additional pay and conditions of staff outside of the Green book	Final approval remains with Council
1.4	Personnel Policies and Employee Handbook	Final approval remains with Council
1.5	Which post holders will be designated Proper Officer to the Council and Responsible Financial Officer	Final approval remains with Council

2	Policy and Governance	Delegation of Function
2.1	Terms of Reference	Committee to recommend to Town Council
2.2	To make recommendations to the Council on: <ul style="list-style-type: none">• Personnel Policies• Other policies specifically in relation to this Committee	Committee to recommend to Town Council

3	Appointment of staff	Delegation of Function
3.1	Town Clerk	Appointment of Town Clerk remains with Council in line with the recruitment policy
3.2	Managers (Level 2 on staffing structure)	Committee in line with the recruitment policy
3.3	All other staff within the staffing structure	Town Clerk and Line Manager in line with the recruitment policy and report to Committee
3.4	Temporary staff to approved positions within the staffing structure	<ul style="list-style-type: none">• Council for Town Clerk



		<ul style="list-style-type: none">• Committee for Managers (Level 2 on staffing structure)• Town Clerk and Line Managers for all other staff and report to Committee
3.5	Fixed Term Contracts or Temporary Contracts to roles outside of the approved staffing structure	<ul style="list-style-type: none">• Committee for SCP 24 and above• Clerk and Line Manager for staff below SCP 24 and report to Committee
3.6	Issue contracts of employment	Town Clerk, Mayor of the Council in the case of Town Clerk

4.	Approval of job descriptions and person specifications	Delegation of Function
4.1	Town Clerk	Approval with Full Council
4.2	Managers (Level 2 on staffing structure)	Committee
4.3	All other staff within the staffing structure	Town Clerk and Line Manager in consultation with Chair and Vice Chair of Committee
4.4	Temporary or fixed term roles not within the approved staffing structure	Town Clerk and Line Manager in consultation with Chair and Vice Chair of Committee

5	Disciplinary matters	<ul style="list-style-type: none">• Committee for Town Clerk in line with Employee Handbook.• Town Clerk for all other staff in line with the Employee Handbook and report to Committee.
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6	Determination of individual grading issues and job evaluation	Final approval remains with Council
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7.1	Issues relating to the Local Government Pension Scheme as it affects individual employees and administration of retirement	Final approval remains with Council
7.2	Retirement in the case of permanent ill health	<ul style="list-style-type: none">• Council for Town Clerk• Committee for all other staff

8	Management of Annualised hours contracts at year end.	<ul style="list-style-type: none">• Committee within budget.
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9	Absence Issues	<ul style="list-style-type: none">• Committee for Town Clerk in line with Employee Handbook• Town Clerk for all other staff in line with the Employee Handbook and report to Committee
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10	Appeal Procedure	In line with the Employee Handbook
11	To place staff at the disposal of other local authorities for the purpose of joint arrangements or partnership working	Council
12	Appraisals	<ul style="list-style-type: none">• Mayor of the Council and Chair of the Personnel Committee in the case of Town Clerk.• Line Managers for all other staff.• Personnel Committee to approve SCP increments following appraisals for all staff.
13	Probationary period reviews and assessment.	<ul style="list-style-type: none">• Mayor of the Council and Chair of the Committee in the case of Town Clerk.• Line Managers for all other staff.
14	Redundancy and Redeployment	<ul style="list-style-type: none">• Redundancy – Final approval remains with Full Council.• Redeployment – Full Council for Town Clerk.• Redeployment - Committee for Managers.• Redeployment - Town Clerk for remaining staff and report to Committee.
15	Health and Safety	Policy and Handbook approved by Full Council
16	Grievance procedure	<ul style="list-style-type: none">• Committee for Town Clerk in line with Employee Handbook.• Town Clerk for all other staff in line with the Employee Handbook and report to Committee.
17	Training	<ul style="list-style-type: none">• Committee for Town Clerk within budget.• Town Clerk for all other staff within budget.



NOTES: All action delegated to the Town Clerk, with the exception of dismissal of staff, may in his/her absence be undertaken by the Deputy Town Clerk after seeking relevant consultancy advice, if the matter cannot wait until the Town Clerk's return. Personnel Consultancy advice provided by Worknest.

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