

SANDBACH TOWN COUNCIL

PERSONNEL COMMITTEE: TERMS OF REFERENCE



Approved by Council: 13th September 2023

Review Date: AGM May 2027

This document supersedes the Terms of Reference of May 2018

9 Members of the Authority

Quorum = 3

Meetings: At least 2 Meetings per year or as needed.

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 Chair's discretion but are unable to vote.

Function of Committee Column 1		Delegation of Functions Column 2
1.	To agree the overall Staffing structure and approval of additional posts under scale 27	<ul style="list-style-type: none"> Final approval remains with Council for posts over scale 27
2.	To agree the pay and conditions of service for staff	<ul style="list-style-type: none"> Town Clerk reserved for Council Staff above scale 27 to Council Staff below scale 18 to Town Clerk Annual increments to Town Clerk Payment of honoraria within agreed budget to Committee.
3.	Approval of personnel policies & Employee Handbook	<ul style="list-style-type: none"> Committee, including discretionary provisions of National Joint Agreement. Committee to monitor
4.	Management and Appointment of Staff (Local Government Act 1972 s112-119)	<ul style="list-style-type: none"> Recommend appointment of <u>Town Clerk</u> to be endorsed by Council. <p>Selection of long list and preliminary interview by Recruitment Panel from Personnel Committee + Mayor Final Interview-Committee + Mayor</p> <ul style="list-style-type: none"> Appointment of other Staff Scale Point 27 and above to Council. Appointment of Staff below Scale Point 18 to Town Clerk within budget Town Clerk for contract, casual staff and temporary appointments to approved positions within budget Decision on whether to fill vacant positions is delegated to Town Clerk. Decision on recruitment of consultants to Committee within budget. Recruitment of Locum or Acting Town Clerk after decision in principle by Council or Committee is delegated to Mayor, Deputy Mayor and Personnel Chair. Management of staff in accordance with Council policy, procedures and budget to Town Clerk.
5.	Disciplinary matters under the Council's Disciplinary Procedure.	<ul style="list-style-type: none"> Town Clerk with appeal to Personnel Committee

		<ul style="list-style-type: none"> • Personnel Committee in the case of the Town Clerk with appeal to Appeals Committee (only members on Personnel Committee not previously involved) • Dismissal of Town Clerk to be ratified by Council
6.	Determination of individual grading issues and job evaluation	<ul style="list-style-type: none"> • Committee, except Town Clerk reserved to Council
7.	Issues relating to the Local Government Pension Scheme as it affects individual employees and administration of retirement.	<ul style="list-style-type: none"> • Committee (Council in case of Town Clerk) • Administration of retirement in cases of permanent ill health, after appropriate medical advice via Cheshire Local Government Pensions to Committee • Pensions Discretions Policies to Committee
8.	Approval of job descriptions & person specifications.	<ul style="list-style-type: none"> • Committee (except Town Clerk reserved for Council) • Town Clerk for under scale 18
9.	Absence issues under the Council's Attendance Management Guidelines.	<ul style="list-style-type: none"> • Town Clerk except Committee in the case of Town Clerk
10.	Customer Care Contact and Complaints policy & procedure	<ul style="list-style-type: none"> • Appeal to Appeals Committee per policy
11.	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"> • Council
12.	Competence Procedure	<ul style="list-style-type: none"> • Town Clerk except Committee in the case of Town Clerk • Appeals to Appeals Committee
13.	Issue of Contracts of Employment	<ul style="list-style-type: none"> • Town Clerk except Committee in the case of Town Clerk • Model Contract approved by Committee
14.	Redundancy & Redeployment.	<ul style="list-style-type: none"> • Committee (Council to ratify in case of Town Clerk)
15.	Training and Development	<ul style="list-style-type: none"> • Policy to Council • Implementation to Town Clerk
16.	Approval of Officer Codes of Conduct, supplements & Member-Officer Protocol	To Council
17.	Health & Safety (including Stress Policy)	<ul style="list-style-type: none"> • Committee for approval of Policy other than General Statement which is reserved for Council • Committee to oversee responsibilities for Council within budget and policy • Town Clerk for operational management
18.	Grievance Procedure	<ul style="list-style-type: none"> • Hearing Panel from Personnel Committee • Appeals to Appeals Committee (non involved members)
19.	Administration of other Personnel procedures	<ul style="list-style-type: none"> • Town Clerk except Committee in the case of Town Clerk
20.	Employee Development Review and assessment at end of Probationary period	<ul style="list-style-type: none"> • Town Clerk and Management team for all staff • Mayor, Personnel Chairman & Deputy Mayor for Town Clerk
21.	Consultation and negotiation with Trade Unions	<ul style="list-style-type: none"> • Committee (Council to ratify for Town Clerk)

		<ul style="list-style-type: none"> • Committee Quarterly overview • Town Clerk and appointed managers for operational matters
22.	Volunteers Policy	<ul style="list-style-type: none"> • Town Clerk to administer • Committee to recommend policy to Council & monitor • Town Clerk to administer
23.	Child & Vulnerable Adult Policy	<ul style="list-style-type: none"> • Town Clerk to administer • Committee to monitor & recommend to Council
24.	To administer the Council's Equality Policy	<ul style="list-style-type: none"> • Town Clerk to administer for employees, services, volunteers and democratic processes • Committee to monitor & recommend to Council
25.	Decision how to implement necessary actions to deal with offensive communications or other forms of intimidation	<ul style="list-style-type: none"> • Committee in line with Dignity at Work Policy
26.	First Line of Contact for Town Clerk	<p>Hierarchy:</p> <ul style="list-style-type: none"> • Mayor • Chair of Personnel Committee • Employer – Personnel Committee

Notes:

References to Town Clerk translate to Chief Officer and / or Chief Officer's office as determined by the Chief Officer;

Any actions delegated to the Town Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Town Clerk's return;

Definition of "Management Overview": To recommend policy and new initiatives to Council, decide on service expansions and contractions or options within budget and policy and to ensure service objectives and relevant policies are adhered to;

Definition of "Operational Management" That part of the service which is considered necessary in the delivery of an initiative or service which is within Policy and Budget.