

PERSONNEL COMMITTEE

10 Members of the Authority.

Quorum = 4

Function of Personnel Committee Column 1	Delegation of Function Column 2
1 To Recommend to Council the overall Staffing structure and approval of additional posts.	<ul style="list-style-type: none"> • None-Final approval remains with Council
2 To agree the pay and conditions of staff	<ul style="list-style-type: none"> • Chief Officer reserved for Council • All other staff to Committee
3 Approval of personnel policies & Employee Handbook	<ul style="list-style-type: none"> • Committee
4 Appointment of Staff	<ul style="list-style-type: none"> • Recommend appointment of Chief Officer to be endorsed by Council <ol style="list-style-type: none"> 1. Selection of long list by Chief Officer with personnel assistance if appropriate 2. Selection of final short list-Chairman & V Chairman +Leader/Mayor 3. Final Interview-Committee + Leader/ Mayor • Appointment of other Staff Scale Point 28 and above to Committee • Appointment of Staff below Scale Point 28 to Chief Officer in consultation with 2 members of Committee • Chief Officer for casual staff and temporary appointments to approved positions below Scale Point 28 • Town Centre & Marketing Mgr for Pool attendants • Snr Halls officer for Bar staff • Decision on whether to fill vacant positions is delegated to Chief Officer. • Decision on recruitment of contract staff or interim contract staff employed by a partner to Committee
5 Disciplinary matters under the Council's Disciplinary Procedure.	<ul style="list-style-type: none"> • Chief Officer with appeal to Personnel Committee • Personnel Committee in the case of the Chief Officer with appeal to 3 members of Council who are not on Personnel Committee. • Dismissal of Chief Officer to be ratified by Council
6 Determination of individual grading issues and job evaluation	<ul style="list-style-type: none"> • Committee
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 Chief Officer) • Administration of retirement in cases of permanent ill health, after appropriate medical advice via Cheshire Pensions

8	Approval of job descriptions & person specifications.	<ul style="list-style-type: none"> • Committee
9	Absence issues under the Council's Attendance Management Guidelines.	<ul style="list-style-type: none"> • Chief Officer except Committee in the case of Chief Officer
10	Appeals Procedure.	<ul style="list-style-type: none"> • Chief Officer except Committee in the case of Chief Officer
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"> • Chief Officer except Committee in the case of Chief Officer
13	Issue of Contracts of Employment	<ul style="list-style-type: none"> • Chief Officer except Committee in the case of Chief Officer
14	Redundancy & Redeployment.	<ul style="list-style-type: none"> • Committee
15	Monitoring Equalities Policy in relation to employment	<ul style="list-style-type: none"> • Committee
16	Approval of Officer Codes of Conduct	<ul style="list-style-type: none"> • Council
17	Health & Safety	<ul style="list-style-type: none"> • Committee for approval of Policy other than General Statement & Organisation which are reserved for Council
18	Grievance Procedure	<ul style="list-style-type: none"> • Chief Officer except Committee in the case of Chief Officer
19	Administration of other Personnel procedures	<ul style="list-style-type: none"> • Chief Officer except Committee in the case of Chief Officer
20	Employee Development Review and assessment at end of Probationary period	<ul style="list-style-type: none"> • Chief Officer for all staff, often delegated to Manager • Leader, Personnel Chairman & other Member of Committee for Chief Officer
21	Training & Development Plan	<ul style="list-style-type: none"> • Chief Officer
22	To administer the Volunteers Policy	<ul style="list-style-type: none"> • Chief Officer to administer • Committee to monitor
23	To administer the Child & Vulnerable Adult Policy	<ul style="list-style-type: none"> • Chief Officer to administer • Committee to monitor

All action delegated to the Chief Officer, with the exception of preparing a long list for appointment of Chief Officer, or dismissal of staff, may in his/her absence be undertaken by the Support Manager, after seeking relevant consultancy advice, if the matter cannot wait until the Chief Officers return.