

# Personnel Committee

<b>10 Members of Authority</b>	<b>Quorum = 4</b>
<b>Function of Personnel Committee Column 1</b>	<b>Delegation of Function Column 2</b>
1. To Recommend to Council the overall Staffing structure and approval of additional posts.	<ul style="list-style-type: none"> <li>• None-Final approval remains with Council</li> </ul>
2. To agree the pay and conditions of staff	<ul style="list-style-type: none"> <li>• Chief Officer reserved for Council</li> <li>• All other staff to Committee</li> </ul>
3. Approval of personnel policies & Employee Handbook	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
4. Appointment of Staff	<ul style="list-style-type: none"> <li>• Recommend appointment of Chief Officer to be endorsed by Council               <ol style="list-style-type: none"> <li>1. Selection of long list by Chief Officer with personnel assistance if appropriate</li> <li>2. Selection of final short list-Chair &amp; Vice Chair and Town Mayor</li> <li>3. Final Interview-Committee and Town Mayor</li> </ol> </li> <li>• Appointment of other Staff Scale Point 28 and above to Committee</li> <li>• Appointment of Staff below Scale Point 28 to Chief Officer in consultation with 2 members of Committee</li> <li>• Chief Officer for casual staff and temporary appointments to approved positions below Scale Point 28</li> <li>• Town Marketing &amp; Events Manager and Deputy Chief Officer for Pool attendants</li> <li>• Decision on whether to fill vacant positions is delegated to Chief Officer</li> <li>• Decision on recruitment of contract staff or interim contract staff employed by a partner to Committee</li> </ul>
5. Disciplinary matters under the Council's Disciplinary Procedure.	<ul style="list-style-type: none"> <li>• Chief Officer with appeal to Personnel Committee</li> <li>• Personnel Committee in the case of the Chief Officer with appeal to 3 members of Council who are not on Personnel Committee.</li> <li>• Dismissal of Chief Officer to be ratified by Council</li> </ul>
6. Determination of individual grading issues and job evaluation	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
7. 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 (Council in case of Chief Officer)</li> <li>• Administration of retirement in cases of permanent ill health, after appropriate medical advice via Cheshire Pension</li> </ul>

## Personnel Committee

8. Approval of job descriptions & person specifications.	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
9. Absence issues under the Council's Attendance Management Guidelines.	<ul style="list-style-type: none"> <li>• Chief Officer except Committee in the case of Chief Officer</li> </ul>
10. Appeals Procedure.	<ul style="list-style-type: none"> <li>• Chief Officer except Committee in the case of Chief Officer</li> </ul>
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"> <li>• Council</li> </ul>
12. Competence Procedure	<ul style="list-style-type: none"> <li>• Chief Officer except Committee in the case of Chief Officer</li> </ul>
13. Issue of Contracts of Employment	<ul style="list-style-type: none"> <li>• Chief Officer except Committee in the case of Chief Officer</li> </ul>
14. Redundancy & Redeployment	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
15. Monitoring Equality & Inclusion 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 other than General Statement &amp; Organisation which are reserved for Council</li> </ul>
18. Grievance Procedure	<ul style="list-style-type: none"> <li>• Chief Officer except Committee in the case of Chief Officer</li> </ul>
19. Administration of other Personnel procedures	<ul style="list-style-type: none"> <li>• Chief Officer except Committee in the case of Chief Officer</li> </ul>
20. Employee Development Review and assessment at end of Probationary period	<ul style="list-style-type: none"> <li>• Chief Officer for all staff, often delegated to relevant Line Manager</li> <li>• Personnel Chair &amp; Vice Chair or other Member of Committee for Chief Officer</li> </ul>
21. Training & Development Plan	<ul style="list-style-type: none"> <li>• Chief Officer</li> </ul>
22. To administer the Volunteers Policy	<ul style="list-style-type: none"> <li>• Chief Officer to administer</li> <li>• Committee to monitor</li> </ul>
23. To administer the Child & Vulnerable Adult Policy	<ul style="list-style-type: none"> <li>• Chief Officer to administer</li> <li>• Committee to monitor</li> </ul>