

Personnel Committee

10 Members of 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-Chair & Vice Chair and Town Mayor 3. Final Interview-Committee and Town 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 Marketing & Events Manager and Deputy Chief Officer for Pool attendants • 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 Pension

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 Equality & Inclusion 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 relevant Line Manager • Personnel Chair & Vice Chair or 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