

**ALSAGER TOWN COUNCIL**  
**PERSONNEL COMMITTEE**  
**TERMS OF REFERENCE**

	<b>7 Members</b>	<b>Quorum: 4</b>
	<b>Function of Committee</b>	<b>Delegation of Function</b>
1	To recommend to Council the overall establishment/staffing structure and approval of additional posts	None – Final approval remains with council
2	To agree the pay and conditions of staff	Town Clerk reserved for Council All other staff to Committee
3	To make recommendation to Council on Personnel Policies and Employee Handbook [Policies to be inserted]	Committee
4	Appointment of Staff	<p>Recommendation to appoint Town Clerk to be endorsed by Council:</p> <p>Appointment of other staff above scale point 28 to Committee</p> <p>Appointment of other staff below scale point 28 to Town Clerk in consultation with Chairman and Vice-Chairman of the Committee.</p> <p>Town Clerk for casual and temporary appointment to approved positions below scale point 28.</p> <p>Decision on whether to fill vacant positions is delegated to Clerk.</p> <p>Decision on recruitment of contracts staff or interim contract staff employed by a partner to Committee.</p>
5	Disciplinary matters under the Councils Disciplinary Procedures	<p>Personnel Committee in the case of the Town Clerk with appeal to three Members of the Council who are not on the Personnel Committee.</p> <p>Dismissal of Town Clerk to be ratified by Full Council</p> <p>For all other staff Town Clerk with appeal to Personnel Committee.</p>
6	Determination of individual grading issues and job evaluation	Committee
7	Issues relating to the Local Government Pension Scheme as it affect individual employees and administration of retirement	Committee (Council in case of Town Clerk)

		Administration of retirement in case of permanent ill health, after appropriate medical advice via Cheshire Pensions
8	Approval of job descriptions and person specifications	Committee
9	Absence issues under the council's Attendance Management Guidelines.	Town Clerk except committee in the case of Town Clerk
10	Appeals Procedure	Town Clerk except Committee in the case of Town Clerk
11	To place staff at the disposal of other local authorities for the purpose of joint arrangements or partnership working	Council
12	Personal Development Plan Performance Management and Appraisals	Town Clerk, except Members Panel (comprising of 3 members) in the case of Town Clerk
13	Assessment at the end of probationary period	Town Clerk except Committee in the case of Town Clerk
14	Issue contracts of employment	Town Clerk except Committee in the case of Town Clerk
15	Redundancy and Redeployment	Committee
16	Monitoring Policy in relation to employment	Committee
17	Approval of Officer Codes of Conduct	Council
18	Health and Safety	Committee for approval of Policy other than General Statement and Organisation which are reserved for Council.
19	Grievance Procedure	Town Clerk except Committee in the case of Town Clerk
20	Training & Development Plan	Town Clerk
21	Administer the Volunteer Policy	Town Clerk to administer Committee to monitor
22	Administer the Child & Vulnerable Adult Policy	Town Clerk to administer Committee to monitor
23	Administration of other Personnel Procedures	Town Clerk except Committee in the case of Town Clerk

#### Definition of Strategic Overview

That part of an initiative or service which is considered necessary to define Policy and Budget.

#### 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.

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