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| **PERSONNEL COMMITTEE FEBRUARY 2019** | | |
| **5 Members Quorum: 3** | | |
|  | **Function of Committee**  **Column One** | **Delegation of Function**  **Column Two** |
| **1** | To recommend to Council the overall establishment/staffing structure and approval of additional posts | None – final approval remains with Full Council |
| **2** | Tor recommend pay and conditions of staff | None – final approval remains with Full Council |
| **3** | To make recommendations to Council on Personnel Policies and Employee handbook | None – final approval remains with Full Council |
| **4** | Appointment of Staff | Recommendation to appoint Town Clerk and other staff above spinal column point 28 to be approved by Full Council:   1. Selection of long and shortlist for new Town Clerk, to be undertaken by Appointment Panel, made up of members agreed at Full Council 2. Final Interview by appointment panel.   Appointment of other staff below spinal column point 28 to Town Clerk with appointment panel. |
| **5** | Disciplinary matters under the Council Disciplinary Procedures | Personnel Committee in the case of the Town Clerk, with appeal to three members of the Council who are not on the Personnel Committee.  Dismissal of the Town Clerk to be approved by Full Council.  For all other staff, the Town Clerk with appeal to the Personnel Committee. |
| **6** | Determination of individual grading issues and job evaluation with recommendations to Full Council | None – final approval remains with Full Council |
| **7** | Issues relating to the Clwyd Pension Scheme and Prudential AVC’s as it affects individual employees and administration of retirement. | None – final approval remains with Full Council. |
| **8** | Recommendation of job descriptions and person specifications. | None – final approval remains with Full Council |
| **9** | Absence issues under the Council’s Attendance Management Policy and Guidelines | Town Clerk or committee in the case of the Town Clerk |
| **10** | Manage the appeal procedure | Appeals Panel  To be convened as required by:  The Chair of the Personnel Committee and either the Town Clerk of the Mayor. The Panel will comprise of three members that have had no prior involvement with the matter under appeal. |
| **11** | Personal Development reviews, performance management and appraisals – setting and reviewing. | Town Clerk except the Personnel Committee in the case of the Town Clerk. |
| **12** | Recommendations of training and development | Town Clerk in accordance with the budget set by full council. Except in the case of the Town Clerk who’s personal development is reviewed as defined in point 11 above. |
| **13** | Assessment at the end of a probationary period | Town Clerk in consultation with Personnel Committee except Full Council in the case of the Town Clerk |
| **14** | Issues of contracts of employment | Town Clerk except Full Council in case of the Town Clerk. |
| **15** | Redundancy | None – final approval remains with Full Council |
| **16** | Monitoring Policy in relation to employment | None – final approval remains with Full Council |
| **17** | Health and Safety | To monitor and ensure identified risks by consultants are addressed |
| **18** | Manage grievance procedure | Town Clerk, except Personnel Committee in case of Town Clerk |
| **19** | Yearly budget | To consider budget pressures and make recommendations to Full Council |