



Wallingford Town Council

Personnel Committee (“the Committee”)

Membership

The Committee will comprise six Members. The Mayor shall be an ex officio member of the Committee and shall have voting rights.

The quorum of the committee shall be three Members.

Meetings

The Committee shall meet four times a year (quarterly) and the meetings shall be included in the published scheduled of meetings.

Ad hoc meetings shall be arranged as required.

Terms of Reference

- The Committee is a committee of the Council
- The Committee shall function and operate in accordance with the Council’s approved Standing Orders
- The Committee shall deal with all matters relating to general staffing, grievance and disciplinary issues in accordance with Council’s established policy
- Membership of the Committee shall be ratified at the Council’s Annual Council Meeting in May of each year
- The Chairman shall be elected annually by the Committee

Responsibilities

The committee shall undertake the following roles and functions:

- To determine staff conditions of service including salary scales, working conditions, employee assessments and evaluations and make recommendations to the council in October
- To recommend pay awards and conditions of service bearing in mind the National Joint Council Scheme of Conditions of Service (the ‘Green Book’) as amended by the Local Agreement. - October

- Oversee the development of personnel policies and processes bearing in mind NALC recommendations. - February
- To receive the Town Clerk's annual appraisal of staff members performance and consider the award of bonuses when appropriate and in good time for the following years budget
- To review the Chairman's annual appraisal of the Town Clerk's performance
- To consider staffing requirements and make recommendations to the Council - November - in good time for the following years budget. Or outside of this timescale if the need is deemed to be urgent
- To consider and determine staff and Member training requirements. - July
- Manage the selection process for the recruitment of the Town Clerk, and make recommendation for appointment to The Council. – As Required
- To ensure adequate oversight of recruitment of other members of staff, in a manner to be determined by the committee. – As Required
- To ensure that disciplinary hearings and grievance matters are dealt with in accordance with council policy. – As Required
- To consider any other staff matters which may arise from time to time and make recommendations to the Plans and General Purposes Committee. As required
- Oversee the development of policies and processes with respect to Health and Safety at work and other relevant regulations. - February

The establishment of new posts and any changes to posts, or terms and conditions, which would have implications for the budget, shall be subject to approval by the Council

Delegated Powers

The Committee shall have the following delegated powers:

- To make recommendations to the Council for consideration and approval
- To examine, review and develop, on behalf of the Council, various policies, strategies and plans relating to its subject area
- To appoint appropriate Sub-Committees or Working Parties to facilitate the work of the Committee
- Community engagement on issues linked to the purpose of this committee
- Agree extra staff training to £250 not in budget
- Agree Health and Safety spend on non-urgent, not in budget to £2,500

The Chairman shall have the following delegated powers:

- Matters of an urgent nature requiring settlement before the next meeting of the Committee may be dealt with by the Chairman of the Committee in conjunction with the Clerk and at their discretion but must be submitted for approval or otherwise to the next meeting of that Committee

The Town Clerk shall have the following delegated powers:

- To manage other members of staff in keeping with the policies of the Council policies, procedures and budget, including:-
 - In conjunction with the Chair of the Personnel Committee, or another Councillor delegated, and following appropriate involvement of the Committee, make appointments to posts, where not reserved for appointment by members
 - The appointment of temporary employees
 - Payment of expenses in accordance with the Council's scheme
 - Completion of annual appraisals for staff members
- The delegation and allocation of responsibilities and activities to members of staff
- To ensure the appropriate training of staff and updating of skills to match their responsibilities and duties in the light of annual appraisals and personal development plans
- Liaise with any external legal or HR adviser contracted to the Council
- Implementation of Health and Safety at Work and other policies and procedures
- To take such action as is necessary to fulfil their duties as governed by the Council's Standing Orders