

**Desborough Town Council
Personnel Committee
Terms of reference**

The overall purpose of this Committee is to effectively and efficiently discharge the Council's duties as an Employer.

	Council	Delegated to			
		Personnel Committee		Town Clerk	
		Decision	Recommendation	Decision	Recommendation
General					
Determine the overall establishment / staffing structure	Yes		Yes		Yes
To consider and determine redundancy and redeployment	* Yes for Town Clerk	* Yes for all other posts			Yes
Consultation with Trades Unions represented within the establishment (as appropriate)		Yes			
Decision on whether or not to fill vacant positions					Yes
Decision on appointment of consultants for the Committee (if approved by Council)	Yes		Yes		Yes
Determination of personnel policies and the employee handbook;	Yes		Yes		Yes
To determine the pay and conditions of staff except for the Town Clerk;		Yes			Yes
Approval of job descriptions and person specifications		Yes			Yes
Assessment during and at end of probationary periods		Yes for Town Clerk		Yes for all other posts	
Issue contracts of employment		Yes for Town Clerk		Yes for all other posts	
Issues relating to the Local Government Pension Scheme and administration of retirement as they affect the Town Clerk.	* Yes				
Issues relating to the Pension Scheme as it affects individual employees and administration of retirement, in accordance with policies set by Council.		* Yes			
Policies					
Monitoring policies in relation to employment matters		Yes			Yes
Health and Safety policies	Yes		Yes		Yes
Approval of Officer Codes of Conduct	Yes				
Administration of other personnel procedures		Yes for Town Clerk		Yes for all other posts	

	Council	Delegated to			
		Personnel Committee		Town Clerk	
		Decision	Recommendation	Decision	Recommendation
Grievance, Disciplinary and Appeals					
To form an Appeals Panel to manage the appeals procedure (convened as required by the Council Chair or Town Clerk as appropriate) Appeals Panel to comprise three Members who have had no prior involvement with the matter under appeal.		Yes			
To determine disciplinary and capability matters in accordance with the Council's policy and procedures relating to the Town Clerk		Yes			
To consider and determine any decision to dismiss the Town Clerk in accordance with the Council's policy and procedures	* Yes		* Yes		
To determine disciplinary and capability matters in accordance with the Council's policy and procedures relating to all posts except the Town Clerk				Yes	
General Management and Training					
Line management	Yes for Town Clerk			Yes for all other posts and volunteers	
Personal development plan, performance management and appraisals: setting and reviewing.		Yes for Town Clerk		Yes for all other posts	
Approval of Training and Development	Yes for Councillors and Town Clerk			Yes for all other posts	
Approval of leave and absences	Yes for Town Clerk (delegated to Council Chair)			Yes for all other posts	
Absence issues in accordance with the Council's policy and guidelines		Yes for Town Clerk		Yes for all other posts	
To place staff at the disposal of other local authorities for the purpose of joint arrangements, partnership working, or emergency cover		Yes for Town Clerk		Yes for all other posts	
Other matters					
To consider any other matters delegated to the Committee by Council within the scope of the Committee's role.		Yes			Yes

	Council	Delegated to			
		Personnel Committee		Town Clerk	
		Decision	Recommendation	Decision	Recommendation
Recruitment and retention - Town Clerk					
Determine the pay and conditions of the Town Clerk;	Yes		Yes		Yes
To form a recruitment panel for the Town Clerk of three including the Chair of Council (with voting rights whether a member of the Committee or not) to:-					
(a) select a longlist;		Yes			
(b) select a shortlist;		Yes			
(c) interview		Yes			
(d) determine the appointment of the Town Clerk;	Yes		Yes		
Recruitment and retention - Senior Posts					
To form a recruitment panel for posts on the establishment (above SCP 28) of up to three including the Chair of Council (with voting rights whether a member of the Committee or not) to:-					
(a) select a longlist;				Yes	
(b) select a shortlist;		Yes			
(c) interview and appoint.		Yes			
Recruitment and retention - Other Posts					
To form a recruitment panel for all posts on the establishment (at SCP 28 and below) of up to three including the Town Clerk (with voting rights) to:-					
(a) select a longlist;					Yes
(b) select a shortlist;		Yes			Yes
(c) interview and appoint.		Yes			Yes
To select and appoint casual, temporary, and agency staff at SCP 28 and below (where the post has been approved by Council).					Yes

* decisions to be made following the receipt of appropriate external advice.