



## Personnel, Policy and Governance Committee

### Terms of Reference

#### Function

Responsible for the oversight of all staffing matters, including recruitment and staff management and the management and oversight of all matters relating to the council's policies and governance. Responsible for the Town Clerk annual appraisal and salary review, and accountability for the Town Hall staff appraisals and salary reviews.

#### Meeting arrangements

Table 1 Personnel, Policy and Governance Committee meeting arrangements

Schedule	4 times a year, Wednesdays at 10am
Venue	Bollington Town Hall
Membership	<ul style="list-style-type: none"><li>• 6 Councillors</li><li>• Members of the Council who do not normally sit on the Committee may attend, debate but not vote on any item (unless officially substituting for an absent committee member). Unless substituting, attendance by non-committee members will not be counted towards the quorum.</li></ul>
Quorum	3
Chair	To be elected at the first meeting following the Annual Town Council meeting
Agendas	Developed by the Town Clerk
Minutes	Produced by Town Clerk and presented to next practicable Full Council
Reporting	To Full Council
Terms of Reference	Reviewed at the Annual Town Council meeting

Expenditure	<p>£1000</p> <p>The committee has delegated authority to authorise expenditure up to £1000 as set out in Standing Orders and take decisions that align with Council policy. The committee shall in its meeting in September/October agree a recommended budget for the forthcoming financial year which will be presented to Full Council.</p>
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### Delegated authority: Personnel

Table 2 Personnel, Policy and Governance Committee delegated authority for personnel

No	Function	Delegation of function
1	Review the staffing structure in consultation with the Finance and Audit Committee and recommend changes to Council	Committee
2	Review of salary pay scales for all categories of staff.	<ul style="list-style-type: none"> <li>• Town Clerk reserved for Council</li> <li>• All other staff to Committee</li> </ul>
3	Review staff working conditions and health and safety matters	Committee
4	Receive annual appraisals of staff	Committee
5	Review, monitor and revise policies for staff	Committee
6	Advise the Council on personnel and staffing matters and make recommendations to Council for appropriate action	Committee
7	Appointment of staff	<ul style="list-style-type: none"> <li>• Selection of long and shortlist for staff to be undertaken by Recruitment Panel, comprising of, as a minimum, Mayor, and two Personnel Committee Members for senior staff and two Personnel Committee Members for other staff.</li> <li>• Recommendation to appoint Town Clerk to be endorsed by Council</li> </ul>
8	Disciplinary matters under the Council's 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 Town Clerk to be ratified by Full Council

No	Function	Delegation of function
		For all other staff, Town Clerk with appeal to Personnel Committee.
9	Issues relating to the Local Government Pension Scheme as it affects 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
10	Approval of job descriptions and person specifications	Committee
11	Absence issues under the Council's Attendance Management Policy and Guidelines.	Town Clerk except Committee in the case of Town Clerk
12	Manage Appeals	Appeals Panel to be convened as required by: The Chair of the Personnel Committee/Town Mayor and the Town Clerk and two members of the Personnel Committee. The Panel will comprise of three members and the Town Clerk that have had no prior involvement with the matter under appeal
13	Personal Development Plan, Performance Management and Appraisals – setting and reviewing.	<ul style="list-style-type: none"> <li>• Town Clerk</li> <li>• Chair of the Personnel Committee in the case of Town Clerk</li> </ul>
14	Approval of Training and Development	Town Clerk in accordance with Budget
15	Assessment at the end of probationary period	Town Clerk except Committee in the case of Town Clerk
16	Issue contracts of employment	Town Clerk except Committee in the case of Town Clerk
17	Redundancy and Redeployment	Committee
18	Approval of Officer Codes of Conduct	Council
19	Manage the Grievance Procedure	Town Clerk except Committee in the case of Town Clerk
20	Placement and Supervision of Volunteers	Town Clerk

## Delegated authority: Policy & Governance

Table 3 Personnel, Policy and Governance Committee delegated authority for policy and governance

No	Function	Delegation of function
1	To ensure that there is a rolling programme of policy and governance reviews in accordance with agreed "review" dates.	<ul style="list-style-type: none"> <li>• Management overview to Committee</li> <li>• Operational Management to Town Clerk</li> </ul>
2	To advise Council on Standing Orders	Committee/Town Clerk
3	To advise Council on policy documents not specifically allocated to other committees	Committee/Town Clerk
4	To oversee the use of information and other technology in support of the Council's business and service commitments.	<ul style="list-style-type: none"> <li>• Management overview to Committee</li> <li>• Operational Management to Town Clerk</li> </ul>
5	Committee/Town Clerk in accordance with Financial Regulations	Committee/Town Clerk in accordance with Financial Regulations
6	Review of Policy on Data Protection, Access to Information, Freedom of Information & Human Rights.	Committee/Town Clerk
7	Review of Corporate Plan and progress on delivery	<ul style="list-style-type: none"> <li>• Management overview to Committee</li> <li>• Operational Management to Town Clerk</li> </ul>
8	Advise on issues relating to Access to Information, & Freedom of Information.	Committee/Town Clerk
9	Review of financial risk	Committee/Town Clerk
10	Review of compliance with internal controls	Committee/Town Clerk
11	Consideration of complaints regarding the governance of the Council	Committee/Town Clerk
12	Oversee the Council's risk management	Committee/Town Clerk
13	Oversee the Councils compliance with website accessibility	Committee/Town Clerk
14	Oversee the Councils compliance with transparency	Committee/Town Clerk

No	Function	Delegation of function
15	To ensure Task and Working Groups as allocated by the committee have a clear purpose and terms of reference	Committee
16	To ensure when making decisions that the climate and environmental impact is thoroughly considered and recorded.	Committee

Approved at the Annual Town Council meeting on 16<sup>th</sup> May 2023