SECTION 6 – PERSONNEL COMMITTEE – Proposed Changes

Terms of Reference:

To deal with the appointment of staff and to determine the terms and conditions on which staff are employed. In particular the Committee will:

1.   Develop and review Council policy in respect of the Council's Human Resources. This will include:

        Recruitment and retention
        Disciplinary, grievance and harassment
        Redeployment, redundancy and early retirement
        Sickness absence
        Employee development

        and other conditions of service policies

2.   Be responsible for Health and Safety policy

3.   Consider appeals against dismissal (other than JNC Chief Officers), and appeals against grading and grievances by employees.

4.   Consider requests for voluntary early retirement and/or voluntary early redundancy where such requests are within Council policy.

5.   Make decisions in respect of redundancy and redeployment for JNC Chief Officer posts.

6.   Appoint to JNC Chief Officer posts.

7.   Act as the "Investigating Committee" referred to in the JNC Conditions of Service for Chief Officers

8.   Determine applications by JNC Chief Officers in accordance with the provision of the Council's Parental Leave Scheme and Flexible Working Scheme.

9.   Consult with the workforce as the employer representative on the Joint Consultative Committee.

10.   Consider and respond to consultation requests in respect of national pay negotiations.

DELEGATIONS TO OFFICERS

<u>To the Chief Executive</u>

1. Control of the Council's Establishment – to establish new posts and approve minor structural reorganisations, and to assimilate members of staff on fixed term or temporary contracts or in casual work situations into the permanent establishment

2. Determining the terms and conditions of service of Council employees within the policy set by the Personnel Committee

3. Determining regrading applications.

4. Applying the Council's Redeployment Policy including declaration of a redundancy situation and redeployment of staff (excluding JNC Chief Officer posts)

5. Determining Essential Car User Status

6. Payment of Honoraria

7. Extension to full or half sick pay

8. Release of preserved pension benefits in accordance with appropriate pension legislation, including Certificates of Material Change

9. Consideration of late transfers into the Local Government Pension Scheme

10. To sanction emergency action, as set out in the rules of procedure for urgent business

To the Chief Executive, Corporate Directors and Heads of Services:

1. To extend the term of any fixed term or temporary contract

2. To change the designation of a post

3. To recruit to established permanent and temporary posts (below JNC Chief Officer level), and determine commencing salary and subsequent granting or withholding of incremental progression.

4. To determine applications in accordance with the provision of the Council's Attendance Management policies and Family Leave Schemes

5. To approve arrangements in accordance with the Parental Leave Scheme, Flexible Working Scheme and Family Leave Scheme.

6. To determine applications for car loans

7. To determine ex gratia payments

8. To terminate employment in accordance with Council policy, and on grounds of permanent ill health

9. To determine action in sickness absence cases lasting six months or more

10. To take disciplinary action in accordance with Council policy (except JNC Chief Officers

All the above delegations to officers are subject to any decisions or actions being within the budget framework. Any financial considerations outside this must first to be considered by Cabinet, and referred on to Council if necessary.

SECTION 7 - APPEALS COMMITTEE – Proposed Changes

Terms of Reference:

The determination of an appeal against any decision made by or on behalf of the Council, which does not fall within the Terms of Reference of another Committee.

DELEGATIONS TO OFFICERS

<u>To the Chief Executive</u>

To sanction emergency action, as set out in the rules of procedure for urgent business.