

PERSONNEL SUB COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25.08.20	No	Original Version
1.1	05.08.22	Yes	Updated reference from 'Grounds Maintenance Manager' to 'Amenities Manager'
1.2	22.11.22	Yes	S&R approved increase from 4 to 5 Councillor members
1.3	28.02.23	Yes	Membership increased from 5 Councillors to 6 at FC (28.02.23)
1.4	16.05.23	Yes	FC approved reduction of places from 6 to 4
1.5	06.08.24	Yes	To include responsibility for undertaking the Town Clerk's appraisal

1. TYPE OF COMMITTEE => Sub Committee

2. PARENT COMMITTEE => Strategy and Resources Committee

3. 6 MONTH MEETING RULE VALID (see 6.1.k)

a. NO

4. SIZE => 4 Councillors

5. DUTIES AND POWERS

5.1.OVERALL PURPOSE

a. The sub-committee's role is of an advisory nature with regard to the review of personnel and establishment matters.

5.2.MEETINGS

a. Meetings of the sub-committee will take place when there is a requirement for personnel and establishment matters to be reviewed or considered.

b. Officers will be in attendance at all meetings.

5.3.TERMS OF OPERATION

5.3.1. REPORTS AND ADVICE

a. To receive reports and advice from officers on matters relating to the staff establishment, job descriptions, pay scales, personnel policies, training and other terms and conditions where appropriate and in line with Standing Order 22.2 which states:

"All permanent Council employees shall be employed under the conditions set by the National Joint Council for Local Government Services and on the advice of the National Association of Local Councils. Where appropriate, the Council may determine its own terms and conditions for specific posts having regard to relevant employment legislation and on approval by the Council's Strategy and Resources Committee."

b. To consider any such reports and advice and make recommendations to the Strategy and Resources Committee in respect of those reports and advice.

5.3.2. COUNCILLORS

- a. Where a Councillor panel is required for a disciplinary or grievance hearing at least one member of the Personnel Sub Committee should serve on the panel, if practicable. The remaining members of the panel will, as far as is practicable, be drawn from the members of the Strategy and Resources Committee.
- b. Any Councillor appeal panels required to be constituted will, if practicable and there are sufficient Councillors with no prior knowledge of the matter, be drawn from the members of the Personnel Sub Committee and the Strategy and Resources Committee.

5.3.3. APPOINTMENTS

- a. The panels for any appointments to be made by Councillors, as set out in 23.2.c, will be formed from the membership of the Personnel Sub Committee and the Strategy and Resources Committee, where practicable.
- b. Such a panel covers the following management posts Deputy Town Clerk, Committee Officer, Leisure Services Manager, Grounds Maintenance Manager).
- c. The appointment of the Town Clerk to be made by Full Council.

5.3.4. TOWN CLERK

- a. To be responsible for undertaking the Town Clerk's annual appraisal, and for this to be carried out by the Chairman and one other member of the Personnel Sub Committee