



PERSONNEL SUB-COMMITTEE		AUGUST 2019
7 Members		Quorum: 3
	Function of Committee	Delegation of Function
1	To recommend to Council the overall establishment/staffing structure and approval of additional posts	None – final approval remains with Full Council
2	To recommend pay and conditions of staff	None – final approval remains with Full Council
3	To make recommendations to Council on Personnel Policies and Employee handbook	None – final approval remains with Full Council
4	Appointment of Staff	<p>Recommendation to appoint Clerk and Financial Officer and other staff above spinal column point 28 to be approved by Full Council:</p> <ol style="list-style-type: none"> 1. Selection of long and shortlist for new Clerk/RFO, to be undertaken by Appointment Panel, made up of members agreed at Full Council 2. Final Interview by appointment panel. <p>Appointment of other staff below spinal column point 28 to Clerk/RFO with appointment panel.</p>
5	Disciplinary matters under the Council Disciplinary Procedures	<p>Personnel Committee in the case of the Clerk/RFO, with appeal to three members of the Council who are not on the Personnel Committee.</p> <p>Dismissal of the Clerk/RFO to be approved by Full Council.</p> <p>For all other staff, the Clerk/RFO with appeal to the Personnel Committee.</p>
6	Determination of individual grading issues and job evaluation with recommendations to Full Council	None – final approval remains with Full Council



7	Issues relating to the Clwyd Pension Scheme and Prudential AVC's as it affects individual employees and administration of retirement.	None – final approval remains with Full Council.
8	Recommendation of job descriptions and person specifications.	None – final approval remains with Full Council
9	Absence issues under the Council's Attendance Management Policy and Guidelines	Clerk/RFO or committee in the case of the Clerk/RFO
10	Manage the appeal procedure	Appeals Panel To be convened as required by: The Chair of the Personnel Committee and either the Clerk/RFO or the Chairman. The Panel will comprise of three members that have had no prior involvement with the matter under appeal.
11	Personal Development reviews, performance management and appraisals – setting and reviewing.	Clerk/RFO <i>but in the case of the Clerk/RFO the Chair of the Council and the Chair of Staffing and General Purposes Committee</i>
12	Recommendations of training and development	Clerk/RFO in accordance with the budget set by full council. Except in the case of the Clerk/RFO who's personal development is reviewed as defined in point 11 above.
13	Assessment at the end of a probationary period	Clerk/RFO in consultation with Personnel Committee except Full Council in the case of the Clerk/RFO.
14	Issues of contracts of employment	Clerk/RFO except Full Council in case of the Clerk/RFO.
15	Redundancy	None – final approval remains with Full Council.
16	Monitoring Policy in relation to employment	None – final approval remains with Full Council.
17	Health and Safety	To monitor and ensure identified risks are addressed and policies reviewed periodically.

**HAWARDEN
COMMUNITY
COUNCIL**



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18	Manage grievance procedure	Clerk/RFO, except Personnel Committee in case of Clerk/RFO.
19	Yearly budget	To consider budget pressures and make recommendations to Full Council in relation to staff development and training needs.