PERSONNEL COMMITTEE

This Committee was set up under Sections 101 and 102 of the Local Government Act 1972 to be responsible for the following functions:

(1) Subject to Officer Employment Procedure Rules set out in the constitution:
   a) to arrange for the appointment of the Council’s Head of Paid Service, and make recommendations to Council in this respect
   b) to appoint Corporate Directors, the Monitoring Officer, Section 151 Officer and posts falling within the definition of Deputy Chief Officer in Section 2(1) of the Local Government & Housing Act 1989
   c) to dismiss Corporate Directors, the Monitoring Officer, Section 151 Officer and posts falling within the definition of Deputy Chief Officer in Section 2(1) of the Local Government & Housing Act 1989
   d) to settle all matters relating to the above appointments or dismissals

(2) To take any decisions affecting the remuneration, terms and conditions of service of the Head of Paid Service;

(3) To undertake performance appraisals of the Head of Paid Service and Corporate Directors; and to set annual targets against which performance can be measured.

(4) To discharge the Council’s functions under Section 112 of the Local Government Act 1972, including:
   a) determining the terms and conditions on which staff hold office;
   b) approving matters referred to it by the Local Joint Forum; and resolving matters where it has not been possible to secure agreement at the Local Joint Forum;
   c) advising the Council and Committees on:
      i) the requirements for, and the availability of, human resources necessary for the fulfilment of the Council's policies;
      ii) the promotion of good employee relations in the Council;
      iii) matters of general employment and personnel concern to the Council,
      iv) the promotion equal opportunities for all employees of the Council, and in the Council’s recruitment and selection procedures, and to monitor the effectiveness of such measures;

(5) To discharge the Council’s functions relating to pensions;
(6) To determine the level of compensation to be paid in individual cases of voluntary redundancy and early retirement and other personnel matters where appropriate.

(7) To decide on claims for injury allowance made under the Local Government Superannuation (Amendment) (No. 2) Regulations 1982, where the claim and recommendation for consideration are agreed between both management and trades unions.

(8) Where appropriate, to convene an Investigatory Committee to examine matters relating to the conduct or capability of Corporate Directors and Heads of Service.

(9) To review and set the level of fees for the Kennet Day Nursery.

MEETING AS AN APPEALS PANEL UNDER THE COUNCIL’S DISCIPLINARY OR GRIEVANCE PROCEDURES

(10) To consider and determine appeals by employees concerning any matter of grievance or discipline, in respect of which employees have a right of appeal to the Panel, by virtue of any locally or nationally agreed procedure.

(11) To consider and determine appeals by employees employed under the terms and conditions of service of the JNC for chief officers, concerning any matter of discipline or capability considered by an Investigating Committee established under the terms of Section III of the JNC conditions of service, and for which there is a right of appeal under Section III.

(12) To consider and decide upon claims for injury allowance made under the Local Government Superannuation (Amendment) (No. 2) Regulations 1982, in cases where there is not agreement between management and trades unions.

NB – Meetings of the Panel at the appeals stage of the Council’s disciplinary or Grievance Procedures are held under the Council’s own agreed procedures and are not subject to the provisions of the Access to Information Act 1985.