

Abingdon Town Council

Report to	Finance, Governance and Asset Management Committee
Meeting date	21 June 2022
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Agenda item	5 (ii) - Governance

The Personnel Sub-Committee shall be appointed by the Finance, Governance and Asset Management Committee (parent committee) and shall consider personnel matters, making decisions on matters within its powers and making recommendations to the parent committee on other personnel matters. *(Need to decide if Sub-Committee has a prescribed number of members or whether to leave this open).*

The purpose of the Sub-Committee is to:

1. Discharge the Council's duties as an employer under the Employment Rights Act 1996 (as amended) and any other legislation pertaining to the employment of staff.
2. To ensure that a staffing framework and culture exists within the Council which encourages and nurtures productivity, treats staff equally and with respect, values diversity and supports staff to give their best, including through suitable training, development and management.

Specific responsibilities of the Sub-Committee are to:

1. Make recommendations in relation to the development , implementation and review of personnel policies and procedures.
2. Review and make recommendations on the terms and conditions of employment as required.

3. Review and advise on development and training needs and consider requests from employees for funding of appropriate training, courses and qualifications.
4. Review and make recommendations on the staffing structure.
5. Prepare job Descriptions and person specifications for new positions created within the Council and make recommendations regarding the review of job descriptions and person specifications for existing positions .
6. Following the retirement of the Town Clerk by the end of 2022, to lead on the process recruitment and selection of a new Town Clerk.

The Finance and General Purposes Committee may delegate specific powers to the Sub-Committee on an ad hoc basis.