

FUNCTIONS POWERS AND DUTIES OF

PERSONNEL BOARD

Non-Delegated Matters (i.e. matters to be referred to Council for decision)

1. To make recommendations on the organisational structure for employees, insofar as they are not delegated to the Head of Human Resources
2. To consider and make recommendations on the Human Resources implications of service matters.

Delegated Matters (i.e. matters which can be decided)

1. To advise upon **all** policies dealing with all aspects of the employment of people by the Council and proposals relating to nationally and locally negotiated conditions of service.
2. To consider and approve strategic employment reviews, for example the review under the National Agreement on Pay and Conditions of Service 1997 (Single Status).
3. Power to **deal with all matters relating to the employment of Chief Executive including recruitment, grievance and disciplinary action and dismissals and all related matters, in so far as they are not reserved by law or resolution of Council to Council and are not inconsistent with the Officer Procedure Rules contained in Part 4, Section 8 of the Constitution).**
4. To agree at a strategic level all matters relating to the Council's employees, including:

Terms and conditions

Training and development

Employee relations

Equality of opportunity in employment

5. All functions relating to the local government pension scheme

6. **As and when required to establish a complaints sub committees to consider allegations against Chief Officers and, if not Chief Officers, those officers designated by Council as the Head of Paid Service, Chief Finance Officer or Monitoring Officer and decide whether there is a case to answer, to consider whether suspension of a Chief Officer is appropriate, whether an allegation can be dismissed or whether it requires more detailed investigation and decide, in appropriate circumstances whether or not a Designated Independent Person should be appointed.**

7. Annually review their effectiveness and their terms of reference.

NOTE: The appointment of all staff below the level of Head of Service and day to day interpretation and implementation of all staffing matters and individual terms and conditions are delegated to the Head of Human Resources