



Personnel Sub-Group Terms of Reference	
Reference: GV10	Effective date: 1 June 2012
Page no: 1 of 2	Approved: 12 Sept 22
Last revised: 3 Aug 22	Next revision due: Aug 24

Introduction

The Personnel Sub Group (PSG) takes delegated responsibility on behalf of the Board of Trustees (the Board) for personnel aspects of the City Farm (the term 'personnel' includes paid staff and volunteers). The PSG reports and makes recommendations to the Board.

The PSG consists of at least two trustees appointed by the Board of whom one is appointed Chair. The CEO and Office Manager attend PSG meetings. Other staff or trustees may also be invited as required. A quorum shall consist of two members of the PSG. The PSG should meet on a minimum of two occasions each year and may meet more frequently if matters requiring its attention arise.

Main Duties

- Review policies related to personnel, in particular to ensure they comply with current legislation or requirements of authorities (eg Charity Commission).
- Ensure that policies related to personnel are being effectively implemented by the staff team.
- To review proposed pay changes for the organisation generally (cost of living increase) or for individual personnel (through a pay review panel).
- To review appointments made at grade E or above.
- To review any disciplinary actions that may lead to the dismissal of an employee.
- To ensure that there is a well publicised complaints procedure, to annually examine an analysis of complaints and actions taken, and ensure that the organisation is using this as a learning tool.
- To provide a record of all PSG meetings for review at Board meetings
- To review its terms of reference and its own effectiveness and recommend any changes to the Board.

Agenda

There are some standing agenda items that should be included in all meetings:

- 1) Review of policies
 - a. This should include policies affected by legislative changes as well as those requiring review through the ongoing review process.
- 2) Staffing update
 - a. A report from the Office Manager on key staff statistics (eg staff numbers, staff turnover, annual leave usage, sick leave levels, wellbeing issues, disciplinary procedures)

Human Resources Scheme of Delegation

Delegated matter	Delegated to	Limitation
Approval of personnel policies and procedures	PSG	Board makes final approval
Appointment of Chief Executive	Not delegated	
Appointment of Grade E	Chief Executive	PSG member involved in process
Appointment up to and including Grade D	Chief Executive	
Administration of pension scheme	Chief Executive	



Personnel Sub-Group Terms of Reference	
Reference: GV10	Effective date: 1 June 2012
Page no: 2 of 2	Approved: 12 Sept 22
Last revised: 3 Aug 22	Next revision due: Aug 24

Guidance, support and supervision of staff	Chief Executive	Subject to agreed policies and procedures
Remuneration of staff	Chief Executive	Board makes final approval
Handling complaints from staff and volunteers	Chief Executive	Follows complaints policy for escalation
Disciplinary procedures	Chief Executive	PSG shall be informed if dismissal is a likely outcome