

Terms of Reference of the Personnel Committee

The Personnel Committee is responsible for all matters appertaining to the employment and deployment of staff by the Authority. The terms of reference of the Personnel Committee are:

- a) To make recommendations to the Authority as to Human Resource Policies which might be adopted with regard to the employment relationship that exists between PCNPA and its staff.
- b) To review, scrutinise and approve existing Human Resource policies, where proposals are put forward to change their general aims and objectives.
- c) To review and approve any NJC Terms and Conditions where discretion on its implementation is provided to the Authority and this discretion has the potential impact on financial or other resources.
- d) To contribute as part of the consultation process to the Human Resources Strategy and all new Human Resource Policies subject to NPA approval.
- e) To keep under review the establishment, organisation and remuneration of the Authority's staff and to make recommendations to the Authority from time to time as to any changes which may be desirable.
- f) to establish arrangements for and to conduct negotiations on behalf of the Authority with Unions representing the interests of its staff via the Employee Forum or any other negotiating arrangements.
- g) To make appointments including the conduct of recruitment and selection procedures in accordance with the Authority's Human Resources Strategy, and to make any recommendations on the exercise of the appointments' function as may be deemed appropriate and relevant.

DELEGATION TO LEADERSHIP TEAM

- a) To review and approve new and existing Human Resources policies, which are required as a result of new legislation or changes in NJC terms and conditions.
- b) To review and approve existing Human Resource policies where there is not change to the general aims, objectives or direction of decision making.