

HUMAN RESOURCES COMMITTEE

Terms of Reference

Membership

7 members of the authority, politically-balanced in line with usual proportionality rules. In addition the relevant member of the Executive will be invited to attend meetings ex officio in a non-voting capacity (they will count towards the quorum). When the Committee is discharging functions relating to discipline and dismissals one or more voting members of the Committee will be substituted with a member(s) of the Executive.

Overview

The role of the committee primarily relates to the employment and remuneration of the Head of Paid Service, Executive Directors and Directors. Full Council has delegated to the Committee the power to determine the terms and conditions on which employees hold office including procedures for their dismissal (s.112 Local Government Act 1972) and functions relating to local government pensions (regulations under s.7, 12 and 24 Superannuation Act 1972). The relevant member of the Executive will be an ex officio (non-voting) member of the Committee.

Functions

Full Council has delegated the following functions to the Human Resources Committee to be discharged in accordance with the Officer Employment Procedure Rules:

1. Conduct and capability

- Consider any allegations/complaints regarding the conduct and any capability issues (performance or health) of the Head of Paid Service, Monitoring Officer, Chief Finance Officer, having regard to the model procedures and associated guidance of the Joint Negotiating Committee for Local Authority Chief Executives and Chief Officers. Where necessary, take action except in relation to dismissal, where the committee may recommend dismissal to full council.
- Consider any allegations / complaints of misconduct concerning Executive Directors and Directors (excluding the Head of Paid Service, Monitoring Officer and Chief Finance Officer) having regard to the model procedures and associated guidance of the Joint Committee. Negotiating Committee for Local Authority Chief Officers . Where necessary, take disciplinary action up to and including dismissal. , ,
- The suspension of the Head of Paid Service, Monitoring Officer and Chief Finance Officer is delegated to the Chair of the Committee; the suspension of other Executive Directors and Directors is delegated to the Head of Paid Service.

2. Dismissals

- Consider and approve proposals from the Head of Paid Service or Director of Workforce and Change that may lead to the dismissal of another Executive Director or Director on the grounds of redundancy or the expiry of a fixed term contract where the authority has committed to renew it, except in relation to the Head of Paid Service , Monitoring Officer and Chief Finance Officer where the Committee may recommend dismissal to full Council.
- Determine the preferred option(s) for resolution and parameters of any negotiation that may lead to a severance payment to the Head of Paid Service (JNC Chief Executive) or another Executive Director or Director

(JNC Chief Officer).

3. Grievances

- Hear and determine any grievance submitted by the Head of Paid Service provided that it has been referred by the Monitoring Officer.
- Hear and determine any grievance submitted by an employee against the Head of Paid Service where referred by the Monitoring Officer or Director Workforce and Change.

4. Terms and conditions of employment including remuneration

- Oversight of contracts of employment for the Head of Paid Service, Executive Directors and Directors employed in accordance with the Joint Negotiating Committee Chief Executives or the Joint Negotiating Committee Chief Officers of Local Authorities.
- Setting the terms and conditions of employment for for the Head of Paid Service, Executive Directors and Directors .
- Consideration of requests for increases in pay for Executive Directors and Directors, subject to a recommendation from the Head of Paid Service and Director: Workforce and Change.
- Consider and make recommendations to full Council in relation to the Pay Policy Statement. (The Mayor should be involved and due regard given to any proposals they may have before the statement is considered and approved by full Council).
- Approve the senior coroners salary.

5. Other matters

- Monitor the development and implementation of the Council's Organisational Improvement Plan.
- Hear and determine any collective dispute where referred by the Director Workforce and Change.
- Determining the annual work programme of the committee.