

HUMAN RESOURCES COMMITTEE

Terms of Reference

Membership

Nine 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 employment and remuneration of the Chief Executive (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 oversight and scrutiny of the wellbeing, performance and employment practices of the council and its workforce, and the implementation of its equality policies relating to employees.

Functions

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

- 1. Organisational change affecting Executive Directors and Directors**
 - a. Consider the workforce implications of any proposal from the Chief Executive to change the organisational structure of the Council where Executive Directors or Directors may be at risk of redundancy.
- 2. Conduct and capability – Chief Executive, Chief Finance Officer and Monitoring Officer**

- a. Consider any allegations/complaints regarding the conduct and/or 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 Joint Negotiating Committee for Chief Officers. Where necessary, take action, except in relation to dismissal, where the Committee may recommend dismissal to Full Council.
- b. The suspension of the Chief Executive, Monitoring Officer and Chief Finance Officer is delegated to the Chair of the Committee; the suspension of Executive Directors and Directors is delegated to the Chief Executive.

3. Severance Payments – Chief Executive, Executive Directors and Directors

- a. Determine the preferred option(s) for resolution and parameters of any negotiation that may lead to a severance payment to the Chief Executive, Executive Director or Director.

4. Grievances affecting the Chief Executive

- a. Hear and determine any grievance submitted by the Chief Executive provided that it has been referred by the Monitoring Officer.
- b. Hear and determine any grievance submitted by an employee against the Chief Executive where referred by the Monitoring Officer or Director: Workforce and Change.

5. Terms and conditions of employment including remuneration of the Chief Executive, Executive Directors and Directors

- a. Oversight of contracts of employment for the Chief Executive, Executive Directors and Directors employed in accordance with the Joint Negotiating Committee Chief Executives or the Joint Negotiating Committee Chief Officers of Local Authorities.
- b. Setting the terms and conditions of employment for the Chief Executive, Executive Directors and Directors.
- c. Determining any changes to the pay of the Chief Executive during their employment in accordance with the Council's Pay Policy Statement.
- d. Consideration of requests for increases in pay of more than 10% above the minimum of the pay range during employment for Executive Directors and Directors, subject to a recommendation from the Chief Executive and Director: Workforce and Change.

- e. Consider and make recommendations to Full Council in relation to the annual 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).

B. The Committee oversees and scrutinises the wellbeing, performance and employment practices of the Council, and the implementation of its equality policies relating to the workforce.

1. Safety Health and Wellbeing of the Council's Workforce

- a. Receive the annual report on the safety, health and wellbeing of the Council's workforce.
- b. Monitor the development and implementation of the Council's safety, health and wellbeing plans.
- c. Receive monitoring reports on employee engagement and health and wellbeing

2. Workforce performance reporting

- a. Monitor the development and implementation of the Council's Workforce Strategy.
- b. Receive monitoring reports on workforce diversity, employee engagement, performance management, workforce spend and any changes to HR policies.

3. The implementation of equality policies relating to the workforce.

- a. Receive the Council's annual pay gap reports.
- b. Receive reports on the progress on workforce related actions in the Equality and Inclusion Policy
- c. Receive reports on the work of the staff led groups.

C. Other matters

- a. Consider any matters referred to the Committee by the Chief Executive or Director: Workforce and Change which have significant workforce implications such as changes to terms and conditions of employment.
- b. Hear and determine any collective dispute from trade unions where referred by the Director of Workforce and Change.
- c. Approve the Senior Coroner's salary.
- d. Determine the annual work programme of the Committee.
- e. Produce an annual report to Full Council on the work of the Committee.

