

REPORT OF THE CORPORATE DIRECTOR, RESOURCES

TERMS OF REFERENCE AND MEMBERSHIP

Purpose of the Report

1. To note the membership and terms of reference of the Personnel Committee.

Information and Advice

2. The following councillors have been appointed to the committee:

Chairman – Councillor Neil Clarke MBE
Vice-Chairman – Councillor Keith Walker

Councillor Maureen Dobson
Councillor Boyd Elliott
Councillor John Handley
Councillor Errol Henry JP
Councillor John Ogle
Councillor Helen-Ann Smith
Councillor Sheila Place
Councillor Jonathan Wheeler
Councillor Yvonne Woodhead

3. The County Council on 25 May 2017 established the committee with the following terms of reference.
 1. The exercise of the powers and functions set out below are delegated by the Full Council to the Committee in relation to personnel:
 - a. All decisions within the control of the Council including but not limited to those listed in the Table below
 - b. Policy development in relation to personnel, subject to approval by the Policy Committee or the Full Council
 - c. Review of performance in relation to the services provided on a regular basis
 - d. Review of day to day operational decisions taken by Officers

- e. Approval of relevant consultation responses except for responses to day-to-day technical consultations which will be agreed with the Chairman and reported to the next available Committee following their submission.
 - f. Approval of departmental staffing structures as required
 - g. Approving all Councillor attendance at conferences, seminars and training events within the UK mainland for which a fee is payable including any expenditure incurred, within the remit of this Committee and to receive quarterly reports from Corporate Directors on departmental officer travel outside the UK within the remit of this Committee.
2. If any report comes within the remit of more than one committee, to avoid the report being discussed at several committees, the report will be presented and determined at the most appropriate committee. If this is not clear, then the report will be discussed and determined by the Policy Committee.
 3. As part of the detailed work programme the Committee will receive reports on the exercise of powers delegated to Officers.
 4. The Committee will be responsible for its own projects but, where it considers it appropriate, projects will be considered by a cross-committee project steering group that will report back to the most appropriate Committee.

Table
Responsibility for the pay, terms and conditions of service and training of employees except for approving the annual Pay Policy Statement which is reserved to the Full Council
Responsibility for employee relations including arrangements for consultation/ negotiation with Trades Unions and any matters relating to Trade Union recognition
Responsibility for health and safety related matters
Reviewing and recommending Employment Procedure Rules to the Council for adoption
Reviewing annually the overall staffing structure of the Council
Responsibility for Human Resources, Business Support, the Business Services Centre and the Customer Services Centre

Other Options Considered

5. None.

Reason/s for Recommendation/s

6. To inform the committee of its membership and terms of reference.

Statutory and Policy Implications

7. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION

That the committee's membership and terms of reference be noted.

Jayne Francis-Ward
Corporate Director, Resources

For any enquiries about this report please contact:

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Constitutional Comments

8. As this report is for noting, no constitutional comments are required.

Financial Comments (NS 6/6/17)

9. There are no financial implications arising from this report.

Background Papers and Published Documents

None.

Electoral Division(s) and Member(s) Affected

All.