

REPORT OF THE CHIEF EXECUTIVE**TERMS OF REFERENCE****Purpose of the Report**

1. To note the Committee's terms of reference.

Information and Advice

2. County Council previously agreed the following terms of reference for Personnel Committee:-
 - 2.1. The exercise of the powers and functions set out below are delegated by the Full Council in relation to personnel:
 - 2.1.1 All decisions within the control of the Council including but not limited to those listed in the Table below
 - 2.1.2 Policy development in relation to personnel, subject to approval by the Policy Committee or the Full Council
 - 2.1.3 Review of performance in relation to the services provided on at least a quarterly basis
 - 2.1.4 Review of day to day operational decisions taken by officers
 - 2.1.5 Approval of consultation responses
 - 2.1.6 Approving all Councillor attendance at conferences, seminars and training events including any expenditure incurred, within the remit of the Committee and to receive quarterly reports from Corporate Directors on departmental officer travel outside the UK within the remit of this Committee.
 - 2.2. 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.
 - 2.3. As part of the detailed work programme the Committee will receive reports on the exercise of powers delegated to officers.

- 2.4. 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 Senior Officer Pay Policy Statement which is reserved to the Full Council
Responsibility for employee relations including arrangements for consultation/negotiation with Trades Unions
Responsibility for health and safety related matters
Reviewing and recommending Staffing Regulations to the Council for adoption
Reviewing annually the overall staffing structure of the Council
Considering any matters relating to Trade Union recognition
Responsibility for the Council's catering and facilities management internal trading organisation

- 2.5 It should also be noted that the following change to the procedure rules for Personnel Committee was agreed at the Full Council meeting of 17 May 2012:-

That Trade Union representatives be entitled to speak but not vote at meetings of Personnel Committee.

Other Options Considered

3. None.

Reason/s for Recommendation/s

4. To inform the committee of its terms of reference.

Statutory and Policy Implications

5. This report has been compiled after consideration of implications in respect of finance, public sector equality duty, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION/S

- 1) That the report be noted.

Mick Burrows
Chief Executive

For any enquiries about this report please contact: Christine Marson, Assistant Democratic Services Officer

Constitutional Comments

6. As the report is for noting only, no constitutional comments are required.

Financial Comments

7. There are no financial implications arising directly from this report.

Background Papers

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

a) Reports to County Council – 29 March 2012 and 17 May 2012 (published).

Electoral Division(s) and Member(s) Affected

All