

**REPORT OF SERVICE DIRECTOR - CUSTOMERS, GOVERNANCE AND
EMPLOYEES****TERMS OF REFERENCE AND MEMBERSHIP****Purpose of the Report**

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

Information

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

Chairman – Councillor Gordon Wheeler
Vice-Chairman – Councillor Jonathan Wheeler

Councillor Callum Bailey
Councillor Maureen Dobson
Councillor Bethan Eddy
Councillor Errol Henry
Councillor Richard Jackson
Councillor John Lee
Councillor Sheila Place
Councillor Helen-Ann Smith
Councillor Elizabeth Williamson

3. The Annual General Meeting (AGM) of the County Council on 27 May 2021 established the committee with the terms of reference. 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 and approval in relation to personnel, subject to any necessary 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 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.
4. 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.
5. As part of the detailed work programme the committee will receive reports on the exercise of powers delegated to Officers.
6. The committee will be responsible for its own projects and may establish steering groups to consider projects. 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, the Customer Services Centre and Communications Team

SENIOR STAFFING SUB-COMMITTEE – TERMS OF REFERENCE

7. This is a sub-committee of the Personnel Committee.
8. The exercise of the powers and functions set out below are delegated by the Full Council to the Senior Staffing Sub-Committee:
 - a. Responsibility for the appointment and dismissal of, and taking disciplinary action against, senior employees as set out in the Employment Procedure Rules
 - b. It is to be noted that:
 - The appropriate committee chairman for the post being considered will always be appointed as a member of the Sub-Committee. Where the issue being considered relates to the Council's Chief Executive or a Corporate Director the Sub-Committee will have a membership of nine; otherwise the Sub-Committee will have a membership of five.

- The Sub-Committee will be required to follow the Council's Recruitment and Selection Code of Practice
- The procedures the Sub-Committee is required to follow are set out in the Employment Procedure Rules.

Other Options Considered

9. None.

Reason for Recommendation

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

Statutory and Policy Implications

11. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance 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, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION

- 1) It is recommended that the committee's membership and terms of reference for Personnel and Senior Staffing Sub Committee be noted.

Marjorie Toward

Service Director – Customers, Governance and Employees and Monitoring Officer

For any enquiries about this report please contact:

Sarah Ashton, Democratic Services Officer, 0115 9773962

Constitutional Comments (KK 16/06/21)

12. The proposal in this report is within the remit of the Personnel Committee.

Financial Comments (SES 16/06/21)

13. There are no specific financial implications arising directly from this report.

HR Comments (JP 17/06/21)

14. Any HR implications are contained in the body of the report.

Background Papers and Published Documents

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.

- None

Electoral Division(s) and Member(s) Affected

- All