

Part 4.6

Employment Committee

Employment Committee

Under the Local Government Act 1972 the Council has established an Employment Committee. Employment matters are not Executive functions and cannot be discharged by the Executive.

These Rules details what powers the Employment Committee has. In general, the Committee details with employment matters relating to specified senior Officers.

1. Membership Breakdown of the Committee

- 1.1. The Committee shall comprise 13 Councillors who shall be politically balanced. Relevant training shall be undertaken by members.

2. Substitutions

- 2.1. Named substitutes only. Substitutes must have completed relevant training.
- 2.2. Political groups may nominate their own members to the pool in accordance with the proportionalities in force at the time and may vary their nominees as and when required subject to the training requirements referred to.

3. Chairmanship

- 3.1. The Chairman and Vice Chairman shall be appointed at Annual Council.

4. Quorum

- 4.1. The quorum shall be a quarter of voting members.

5. Terms of Reference

- 5.1. To recommend to the Council the appointment of the Chief Executive, Monitoring Officer and Section 151 Officer and where appropriate the dismissal of these Officers in accordance with the Officer Employment Procedure Rules.
- 5.2. To make appointments or dismissals to;

- Executive Director of Finance
- Executive Director of Customer and Governance
- Executive Director of Children's Services
- Executive Director of Adults of Communities and Wellbeing
- Executive Director of Place and Economy
- Director of Public Health

- 5.3. To undertake associated activities including the interview and dismissal processes generally for the roles outlined.
- 5.4. Act as the hearing body for cases involving the Chief Executive, Monitoring Officer and Chief Finance Officer, where dismissal is not the likely outcome. This shall be undertaken in accordance with the Employment Procedure Rules.
- 5.5. Determine appeals from Chief Officers against disciplinary action, capability, grievance and harassment claims.
- 5.6. To determine pay awards to employees on locally agreed Pay Conditions (after taking into account any representations made by recognised Trade Unions and staff).
- 5.7. To approve significant staffing and organisational reviews.

6. Sub Committees

- 6.1. The Committee may establish at the appropriate time panels of members as a sub committee to act as appointment panels for the appointment of officers set out in paragraph 2
- 6.2. The Committee may establish at the appropriate time a Sub Committee to act as an investigating and disciplinary committee
- 6.3. The Committee may establish at the appropriate time a Sub Committee to act as an appeals committee in relation to disciplinary proceedings against the Chief Executive, the Monitoring Officer and the Section 151 Officer.
- 6.4. Members who are not members of the Committee may be co-opted onto Sub Committees with the approval of the Chair of the Committee.
- 6.5. The Chief Executive, Monitoring Officer and/or Human Resources shall act as advisors to the Panel where appropriate as determined by the Chair of the Committee.

End of Employment Committee

November 2022