

## 2.3 Employment Committee

2.3.1 ~~It is advised that~~ Members ~~of the Employment Committee are required to~~ undertake relevant training ~~on an annual basis within the past three years~~ in order to hold a seat on this committee.

### 2.3.2 Terms of Reference

2.3.2.1 To appoint ~~all members of the Corporate Leadership Team who report to the Chief Executive - Directors and Heads of Service~~, and determine terms and conditions of employment.

2.3.2.2 ~~————~~ To determine ~~substantial changes to contractual~~ employee procedures, ~~including dismissal procedures.~~

2.3.2.3 To act as the Employer's Side of the Joint Consultative Panel (the Council's consultative body with recognised trade union representatives), for discussion and negotiation. When meeting in this context, ~~the Chief Executive, Service Director – People, BI and Transformation, Head of People and Development will attend. The~~The Cabinet member with human resource responsibilities may ~~also~~ attend and speak, if not already a member of this committee.

2.3.2.4 To determine local terms and conditions of employment for employees.

2.3.2.5 To consider, and recommend appropriate actions where necessary in response to, executive proposals relating to:

(a) changes within a Department's/~~Division's Directorate's~~ structure which involve substantial changes in the responsibilities of first ~~and second~~ tier posts;

~~(b) changes within a department's structure following the uncoupling of shared services with other authorities~~

~~(b) requests for Trade Union facilities, including budget and establishment;~~

~~(c) other executive human resources matters. - 1~~

2.3.2.6 To promote and pursue a policy of equal opportunities in employment.

2.3.2.7 To determine pension issues which relate to auto enrolment.

### 2.3.3 Delegation to Officers

2.3.3.1 The appropriate Director is authorised to make appointments to vacancies on the establishment at levels below ~~Head of Service~~Corporate Leadership Team level, within approved policy and budgets, subject to:

(a) appointments of ~~Directors and Heads of Service~~Corporate Leadership Team members (unless on an interim or acting up basis in which case such appointments may be made by the Chief Executive) being made by the Employment Committee (the ~~Chief Executive's~~ Head of Paid Service, Section 151 Officer and Monitoring Officer appointment is subject to a separate procedure reserved to Council);

~~(b) any limitations or other conditions in relation to filling vacancies which are currently required by the Executive.~~

2.3.3.2 The ~~relevant recruiting manager~~Chief Executive shall advertise vacancies subject to the authorisation of ~~Workforce Board~~a recruitment requisition, to any overriding Council policy, to there being adequate budget provision, and to compliance with national or local agreements.

2.3.3.3 In respect of ~~all~~ employees ~~(other than the Head of Paid Service, the Director of Legal and Governance and Monitoring Officer and the Executive Director of Corporate Services and Section 151 officer)~~, Directors may:

(a) suspend employees in accordance with the agreed procedure, subject to consultation with the ~~Director of Legal and Governance and the Assistant Director of HR and Development~~Head of People HR & Development;

(b) subject to the approved appeals procedure and consultation with the ~~Director of Legal and Governance and the Assistant Director of HR and Development~~ Head of People HR & Development ~~and following receipt of advice from the People Business Partner for the directorate~~, take any disciplinary action (including dismissal) and any action relating to incapability (including dismissal);

(c) approve the transfer of probationary staff to the permanent establishment at the end of their probationary period;

(d) terminate the employment of staff ~~(excluding Head of Paid Service, Section 151 Officer and Monitoring Officer)~~ whose performance has not been satisfactory during their probationary period;

(e) ~~in consultation with the Director of Legal and Governance, and Assistant Director of HR and Development~~ the Head of HR & Development determine whether a post is unsuitable for job-share and appoint in accordance with ~~that determination and~~ Council policy;

(f) ~~award an additional payment/honorarium to any member of staff within the guide-lines determined by Director of Legal and Governance;~~

~~(g) authorise Essential and Casual Car Allowances in accordance with Council policy and having regard to the circumstances of each case;~~

~~(h) authorise reimbursement for the installation and rental charges in respect of telephones at private residences where staff are subject to contact in cases of emergency or where private telephones are used for business reasons;~~

(i) vary job titles and job descriptions;

(j) authorise pay in lieu of holidays when a staff member leaves (in exceptional circumstances);

(k) terminate the employment of staff for any lawful reason, in consultation with ~~a member of the HR team~~Head of People and Development the Director of Legal and Governance and the Executive Director of Corporate Services and Section

~~151 Officer the Director of Legal and Governance and the Assistant Director of Head of HR and Development.~~

(l) take decisions relating to the employment of staff, including establishment control and matters of staff recruitment, reward and discipline that are necessary for the effective delivery of service and to stay within allocated budgets, in consultation with the relevant Cabinet Member in relation to executive functions

~~(m) Directors may determine matters relating to training and development, leave, temporary (including agency subject to Workforce Board approval)~~

- 2.3.3.4 Senior Officers from departments other than where the employee was employed should hear the appeal.
- 2.3.3.5 ~~The Chief Executive is authorised to grade all posts other than Chief Executive, Directors, Heads of Service, Teachers, Crafts employees and posts covered by Soulbury Scales, in accordance with the Council's agreed Job Evaluation Scheme with the aim of recruiting and retaining high quality employees. All posts will be graded in accordance with the appropriate Job Evaluation Scheme with the aim of recruiting and retaining high quality employees.~~
- 2.3.3.6 ~~The Chief Executive to exercise personal responsibility for delegations to officers in relation to non-executive human resource matters, including the creation and disestablishment of posts, changes to job descriptions and matters related to the recruitment, reward and disciplining of staff.~~
- 2.3.3.7 ~~Directors may determine matters relating to training and development, leave, temporary (including agency subject to Workforce Board approval) and overlapping appointments and minor variations to the relocation scheme for new employees, within agreed cash limits and in accordance with approved Council policies, consulting the Director of Legal and Governance and Assistant Director of the Head of HR and Development where appropriate.~~
- 2.3.3.8 The relevant Director, in consultation with the ~~Head of People and Development Corporate Executive Director of Corporate Resources Services and Section 151 Officer,~~ is authorised to consider and determine:-
- (a) any redundancy within the Council's redundancy policy;
  - (b) premature retirement on the grounds of ill-health;
  - (c) premature retirement in the interests of the service.
- 2.3.3.9 ~~in consultation with the Director of Legal and Governance and the Chairman of the Employment Committee, may authorise the extension of an employee's contract beyond retirement age for a maximum period of 6 months.~~
- 2.3.3.10 ~~The Corporate Director Resources and Director of Governance are authorised following agreement by the relevant Director and their reports are authorised to approve, complete and transfer agreements relating to car loans including those which do not fall within Council policy, subject in these cases to consultation with the Director of Governance. leasing schemes~~

- 2.3.3.11 The Head of People & Development ~~Director of Legal and Governance~~ is authorised to implement agreed employee policies.
- 2.3.3.12 The Chief Executive and Corporate Directors respectively in consultation with the relevant Portfolio holder ~~and the Director of Legal and Governance~~ are authorised to update and amend the job descriptions and person specifications of all members of the Corporate Leadership Team who report to the Chief Executive Directors, Service Directors and Heads of Service/Assistant Directors.