

EMPLOYMENT COMMITTEE	AGENDA ITEM No. 3
10 APRIL 2024	PUBLIC REPORT

Report of:	Adesuwa Omoregie, Interim Director of Legal and Governance		
Cabinet Member(s) responsible:	Councillor John Howard, Deputy Leader and Cabinet Member for Corporate Governance and Finance		
Contact Officer(s):	Adesuwa Omoregie, Interim Director of Legal and Governance (Monitoring Officer)	Tel.	

EMPLOYMENT COMMITTEE TERMS OF REFERENCE

RECOMMENDATIONS	
FROM: Interim Director of Legal and Governance (Monitoring Officer)	Deadline date: 10 April 2024
That the Employment Committee recommends to Full Council the adoption of the amended Terms of Reference for the Employment Committee included at Appendix 1.	

1. ORIGIN OF REPORT

1.1 This report is submitted to the Employment Committee for the Committee to consider the proposed changes to the Terms of Reference of the Employment Committee, which are proposed in line with the Centre for Governance and Scrutiny recommendations.

2. PURPOSE AND REASON FOR REPORT

2.1 The purpose of this report is to request that the Employment Committee considers changes to the Terms of Reference of the Employment Committee included at Appendix 1 and determine whether the amended Terms of Reference can be referred to Full Council for approval.

2.2 This report is for the Employment Committee to consider under its Terms of Reference No. 3.3.2.2.

To determine employee procedures, including dismissal procedures.

3. TIMESCALES

Is this a Major Policy Item/Statutory Plan?	NO	If yes, date for Cabinet meeting	N/A
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4. BACKGROUND AND KEY ISSUES

4.1 The Council commissioned the Centre for Governance and Scrutiny to undertake a review of the governance arrangements in the Council. One of the recommendations related to the Employment Committee and statutory and chief officer appointments.

4.2 The details of the recommendation are set out below:

Employment Committee

We heard differing views on the operation of this Committee's express functions based on its wider than usual remit. Specifically, this Committee has a role in the recruitment of Directors and Heads of Service. It is assumed that the Committee also appoints Chief and Statutory Officers given the agendas for this meeting over the past 12 months. We note that the terms of reference has not been considered formally by the Committee for some time (even though it is dated August 2022, it appears from the agenda that it was not taken to the Committee) and therefore, it is opportune for the Committee to undertake a review.

We heard strongly that Members value involvement in the appointment of its senior staff, that it provides assurance to Members of their competence and provides the ability for Members to test, directly, the ability of the candidate to interface with Members. Other evidence we collected suggested that it slowed the overall process down and that Member time and expertise was essential to getting the most senior officer appointments right as this is where the majority of Member interface needed to sit. Whilst outside of the scope of this review, we did hear that the candidate experience of engaging with the employment committee, and the organisation and optics around it, was sub optimal. Any future change in respect of the Committee's remit must ensure clearly understood, and mutually arrived at Member / officer boundaries.

Recommendation 10: *That conversations with the Chair and Vice Chair of the Employment Committee, the Head of Paid Service, the Director of HR and the Monitoring Officer commence in which to revisit the terms of reference to reflect the evidence gathered and consider a consolidation of the Committee's role to focus on statutory and Chief Officer appointments only, and to ensure that the work of the Employment Committee aligns with the work of the Council.*

- 4.3 A meeting took place between the Chair, Vice-Chair of the Committee and the Head of Human Resources, the Director of Legal and Governance and the Chief Executive on 29th March 2024 in which the recommendations were proposed. It was agreed that a review of the Terms of Reference would be undertaken and that a report including the Terms of Reference would be presented at the Employment Committee for consideration with the proposed changes.
- 4.4 Attached as Appendix 1 are the current terms of reference for the committee with the proposed changes included in track changes.

In summary the changes are as follows:

1. Narrowing of the scope of recruitment so that the Employment Committee is responsible for appointment of all of the members of staff who report to the Chief Executive.
2. Updating of some of the titles within the role.
3. Updating of various sections so that they reflect the current ways of working in relation to employment related matters.

5. CORPORATE PRIORITIES

5.1 This report relates to:

1. Sustainable Future City Council
 - How we Work
 - How we Serve
 - How we Enable

Any changes will play a key role in how the Council serves its residents.

6. CONSULTATION

6.1 An initial meeting with the Chair and Vice-Chair of the Employment Committee took place at the end of January 24 to discuss the recommendation from the Centre for Governance and Scrutiny related to the Employment Committee.

7. ANTICIPATED OUTCOMES OR IMPACT

7.1 It is anticipated that this will enable the committee to have an up to date fit for purpose terms of reference.

8. REASON FOR THE RECOMMENDATION

8.1 As the decision to amend the Terms of Reference is that of Full Council, a recommendation is needed from the Employment Committee to effect referral to Full Council.

9. ALTERNATIVE OPTIONS CONSIDERED

9.1 The committee could agree to keep the terms of reference as they are, however, these have not been updated or reviewed in detail for a number of years and do not take into account the recommendations from the Centre for Governance and Scrutiny report.

10. IMPLICATIONS

Financial Implications

10.1 There are none at this time.

Legal Implications

10.2 Full Council is the decision maker for the changes to the Terms of Reference of the Employment Committee. This report is seeking approval for the Employment Committee to recommend to Full Council the proposed change to the Terms of Reference of the Employment Committee

Equalities Implications

10.3 There are none.

11. BACKGROUND DOCUMENTS

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

11.1 N/A

12. APPENDICES

12.1 Appendix 1 – Employment Committee Terms of Reference

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