

2.3 Employment Committee

2.3.1 Members of the Employment Committee are required to undertake relevant training on an annual basis 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, and determine terms and conditions of employment.

2.3.2.2 To determine substantial changes to contractual employee procedures and policies.

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 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/Directorate's structure which involve substantial changes in the responsibilities of first tier posts;

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

+

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 Corporate Leadership Team level, within approved policy and budgets, subject to:

(a) appointments of 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 Head of Paid Service, Section 151 Officer and Monitoring Officer appointment is subject to a separate procedure reserved to Council);.

2.3.3.2 The relevant recruiting manager shall advertise vacancies subject to the authorisation of Workforce Board, 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 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 Head of People & Development;
 - (b) subject to the approved appeals procedure and consultation with the 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 whose performance has not been satisfactory during their probationary period;
 - (e) determine whether a post is unsuitable for job-share and appoint in accordance with Council policy;
 - (f)(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 Head of People and Development the Director of Legal and Governance and Monitoring Officer and the Executive Director of Corporate Services and Section 151 Officer t
 - (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 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
- 2.3.3.7 2.3.3.8 The relevant Director, in consultation with the Head of People and Development 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.

Appendix 2

2.3.3.9

2.3.3.10 The relevant Director and their reports are authorised to approve, agreements relating to car leasing schemes

2.3.3.11 The Head of People & Development 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 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

This page is intentionally left blank