

REVISED TERMS OF REFERENCE

Insertions denoted by underline and deletions by strikethrough

Employment and Staffing Committee		
Membership	Functions	Delegation of functions
<p><u>9</u> 7 councillors including one (only) from the Executive who shall be the portfolio holder with responsibility for staffing matter, ex officio.</p> <p>The Standing Orders Regulations require at least one member of the Executive to be on any committee when appointing or dismissing designated senior officers.</p>	<p>(i) Disciplinary and Grievance Procedures; to consider appeals against dismissal, grading appeals (where contractual responsibilities and other contract of service matters are in issue) and grievances by employees of the Council. Disciplinary action against Directors other than dismissal¹.</p>	<p>Ad hoc panel of three councillors (Appeals Panel) chosen by the Chairman of the committee (or the Vice-Chairman in the absence of the Chairman) from the members of the Committee</p>
	<p>(ii) <u>To</u> Appoint Directors².</p>	<p>Ad hoc panel of three councillors, to include the Portfolio Holder responsible for Staffing or a relevant portfolio holder and the remaining members chosen from members of the committee by the Chairman of the committee, or the Vice-Chairman in the absence of the Chairman. So far as circumstances allow, the Chairman shall ensure the panel membership complies with Council policy and good practice on equalities and involve relevant group(s) of members in the selection process.</p>

¹ Officer Employment Procedure Rules, rule 6(b).

² Officer Employment Procedure Rules, rule 4

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<p>The Committee will oversee the recruitment to the roles of Chief Executive / Head of Paid Service, Executive Directors or Monitoring Officer and when carrying out this role the Committee will include the Leader and the Leader of the Major Opposition Group as ex officio members.</p> <p>This Committee's responsibilities will include agreeing the Job Description and Person Specification of the above posts and whether the position should be advertised externally and if so how it should be advertised and who should run the external recruitment process.</p> <p>If necessary the Committee will need to consider the appointment of a temporary Chief Executive / Head of Paid Service until such time as the recruitment is completed³.</p>	<p>(iii) To be responsible for the selection of the Chief Executive / Head of Paid Service and Executive Directors / Monitoring Officer⁵ and to make recommendations to Council on their appointments.</p>	<p>Ad hoc panel of at least five councillors, comprising three Members of the <u>Employment and Staffing</u> Committee chosen by the Chairman of the Committee (or the Vice-Chairman in the absence of the Chairman) along with the Leader of Council and the relevant portfolio holder for staffing. So far as circumstances allow, the Chairman shall ensure the panel membership complies with Council policy and good practice on equalities and involve the Cabinet and other relevant group(s) of members in the selection process.</p>

³ Section 4 of the Local Government and Housing Act 1989.

⁵ Officer Employment Procedure Rules, rule 3(a)

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<p>These steps should be taken before an Employment Panel is appointed to manage the selection process and appropriate reports made to Council if considered necessary at this stage.</p> <p>The Committee must make a recommendation to Council on the appointment of a “proper officer” to act as the liaison point for notification between the candidates for appointment and the Employment Panel, the Council and the Cabinet⁴.</p> <p>Only members who have undertaken recruitment and selection training are eligible to be appointed to a Panel of the Employment Committee.</p>		
	(iv) <u>To suspend the</u> Head of Paid Service, Executive Director, Monitoring Officer, Chief Finance Officer and / or Directors and / or recommend to Council dismissal of these officers ⁶ .	The Chairman of the Committee (suspension only) otherwise as above.

⁴ Local Authority (Standing Orders) Regulations 2001 Schedule 1 Part 2

⁶ Officer Employment Procedure Rules, rules 3(a), 4(a) and 6(a), ibid

Employment and Staffing Committee		
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	<p>(v) <u>To keep under review local terms and conditions of employment for employees and make recommendations regarding the annual local pay award.</u></p> <p>(vi) <u>To promote and pursue a policy of equal opportunities in employment and review key information before it is published i.e. Gender Pay Reporting.</u></p> <p>(vii) <u>To consider matters relating to superannuation, pensions and gratuities</u></p> <p>(viii) <u>To keep under review:</u></p> <p>(a) <u>the requirements for, and the availability of skills and capacity necessary for the delivery of the Council's objectives ;</u></p> <p>(b) <u>the promotion of good employee relations in the Council; and</u></p> <p>(c) <u>the promotion of equal opportunities for all employees of the Council, and in the Council's recruitment and selection procedures, and to monitor the effectiveness of such measures.</u></p> <p>(ix) <u>To consider matters affecting the efficient use of the Council's staff resources and to make recommendations to Cabinet, as appropriate.</u></p> <p>(x) <u>To keep under review the People and Organisational Development Strategy.</u></p> <p>(xi) <u>To review and recommend the Annual Pay Policy Statement prior to submission to Council.</u></p>	

Employment and Staffing Committee		
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	<p>(xii) <u>To undertake reviews and conduct such research on employment and staffing related matters as may be commissioned by the Cabinet from time to time and to make recommendation to Cabinet as appropriate.</u></p> <p>(xiii) <u>To identify and recommend Cabinet on any employment and staffing related matters which it is considered should be subject to review and recommendation by the Committee.</u></p>	

ADVISORY COMMITTEES

Grants Advisory Committee		
Membership	Functions	Delegation of functions
<u>5 councillors, appointments to be subject to the requirements of political proportionality.</u>	<p><u>To consider and make recommendations to the Portfolio Holder responsible for grants, or Cabinet as appropriate, including, but not limited to:</u></p> <ul style="list-style-type: none"> • <u>Review of the Council's grants schemes to ensure they reflect Council priorities.</u> • <u>Design of any new or revised grants schemes, including consideration of criteria and guidance applicable in respect of each scheme.</u> • <u>Consideration of applications made under the Council's grants schemes.</u> 	<p><u>Acts as an Advisory Committee with no delegated decision making.</u></p> <p><u>Decisions will be taken by the Portfolio Holder responsible for grants or Cabinet, as appropriate, after consultation with the Advisory Committee..</u></p>

Climate Change and Environment Advisory Committee		
Membership	Functions	Delegation of functions
<u>7 councillors, appointments to be subject to the</u>	<u>To advise the Portfolio Holder responsible for climate change and environmental sustainability</u>	<u>Acts as an Advisory Committee with no delegated decision making.</u>

Climate Change and Environment Advisory Committee		
<u>Membership</u>	<u>Functions</u>	<u>Delegation of functions</u>
<p><u>requirements of political proportionality.</u></p>	<p><u>and for matters more specifically related to services or corporate direction, the relevant service Portfolio Holder or Cabinet, as appropriate, on matters relating to climate change and environmental sustainability including, but not limited to:</u></p> <ul style="list-style-type: none"> • <u>Understanding how climate change could affect the District Council's services and developing and recommending appropriate mitigating actions.</u> • <u>Reviewing the internal operations of the Council with a view to promoting sustainability, adopting best practice and strengthening the Council's environmental performance.</u> • <u>Providing community leadership on climate change and sustainability, facilitating and engaging public sector partners, businesses, community groups and the public.</u> • <u>Influencing and interpreting county, regional and national policy for the benefit of South Cambridgeshire.</u> • <u>Making recommendations on bids for funding relating to climate change.</u> 	<p><u>Decisions will be taken by the Portfolio Holder responsible for climate change and environmental sustainability or Cabinet, as appropriate, after consultation with the Advisory Committee.</u></p>