



EMPLOYMENT COMMITTEE – 12 DECEMBER 2024
TERMS OF REFERENCE AND WORK PROGRAMME 2025
REPORT OF THE DIRECTOR OF CORPORATE RESOURCES

Purpose of the Report

1. The purpose of this report is to consult the Employment Committee on the proposed reporting timetable on relevant workforce matters, seek approval of an updated terms of reference for the committee and agree the Work Programme for 2025.

Policy Framework and Previous Decisions

2. The Committee were consulted on 26 September 2024 on the opportunity to refresh the profile of workforce / People Services related data and activity across the organisation by providing more regular reporting to departmental management teams, the corporate management team, and Employment Committee. The committee were in support of the aim.

Background

3. During 2024, there has been a change in the leadership of People Services, with both the Assistant Director and Head of Service being new in post. Such changes provide the opportunity to review how the service reports performance and updates senior management and elected members on the effective management of Leicestershire County Council's workforce.
4. In September, the Committee was reminded of the Terms of Reference and purpose of Employment Committee:

'Employment Committee has the power to determine the terms and conditions on which staff hold office, including disciplinary and grievance procedures, and making effective arrangements to ensure compliance with employment legislation and, when necessary, employment codes of practice.'
5. The Terms of Reference for the Committee were last reviewed in 2016. It was therefore agreed that the Terms should be reviewed and updated for consideration and approval by the Committee. Appendix A details an updated version.
6. The updated Terms of Reference includes an additional standing agenda item – Workforce Update. The intention is to provide the Committee with regular updates as well as an annual report in May each year, detailing the profile of the workforce, employee turnover and stability, recruitment trends, the nature of employment

contracts and sickness absence data and analysis. The intention is for the Committee to understand the opportunities and challenges in managing a large workforce, across a diverse range of services and departments.

7. The reports will also include an update against the priorities within the People Strategy, focussing on one of the strategic priorities in detail at each meeting. When relevant it will also explain the impacts on the Council's policies and procedures of any legislative changes or case law.
8. Included within Appendix B is a draft Work Programme for approval, detailing the reports that will be presented and considered at each meeting. The intention is to agree the work programme for the coming year at the December Employment Committee meeting.

Recommendations

9. The Committee is asked to approve the updated terms of reference and Work Programme for 2025.

Background Papers

10. Presentation to the Employment Committee 26 September 2024:
<https://democracy.leics.gov.uk/documents/b21138/Employment%20Committee%20Work%20Programme%20Agenda%20Item%207%20Thursday%2026-Sep-2024%2010.00%20Employment%20Committ.pdf?T=9>

Circulation under the Local Issues Alert Procedure

11. None

Equality Implications/Other Impact Assessments

12. There are no equality implications arising from the recommendations in this report.

Human Right Implications

13. There are no human rights implications arising from the recommendations in this report.

Officer to Contact

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