

## **EMPLOYMENT COMMITTEE**

### **TERMS OF REFERENCE**

#### **Background**

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.

The above functions are subject to delegated powers (Part 3, Section D of the County Council's Constitution) and Officer Employment Procedure Rules (Part 4H).

#### **Method of Operation**

- The Committee meets four times a year or more often if required (special meetings).
- The following standing items are considered at each meeting:
  - Organisational Change: Summary of Action Plans – in line with the Organisational Change Policy and Procedure.
  - Workforce Update – including workforce profile and quarterly sickness absence data.
- The following items are considered on an annual basis:
  - Gender Pay Gap Reporting.
  - The Pay Policy Statement - considered by the Committee at its meeting in September. This has to be agreed by the County Council before the end of financial year.
  - Health and Safety Annual Report.
  - Workforce Annual Report
  - People Strategy
  - Committee Work Programme / Forward Plan

#### **Membership of the Employment Committee**

The Committee comprises of seven members, six Conservative and one Liberal Democrat.

Following the Annual Meeting of the County Council on 15 May 2024, the membership of the Committee is as follows:

Peter Bedford MP, CC (Deputy Chairman)  
Lee Breckon JP CC (Chairman)  
Linda Broadley CC (Liberal Democrat Spokesman)  
Barry Champion CC  
Bertie Harrison-Rushton CC

Trevor Pendleton CC  
Richard Shepherd CC

### **Responsibility for Functions**

The County Council's Constitution sets out how the County Council operates, how decisions are made and the procedures which are followed to make sure these are efficient, transparent and accountable to local people.

In line with Part 3 of the County Council's Constitution:

1. The Employment Committee shall not have power to appoint subcommittees.
2. The extent to which the non-executive powers within the Committee's remit have been delegated to chief officers, either by the full County Council or by the Committee (or by any of the bodies previously charged with the functions now within its remit), will be found:
  - (a) in the general scheme of delegation to heads of departments which appears in Section D of this Part; and
  - (b) in the record of specific delegations maintained by the Chief Executive for public inspection at County Hall and which constitutes Part 9 of this Constitution.
3. Subject to the delegations described in paragraph 2, and to the provisions of the Officer Employment Procedure Rules (Part 4H of the Constitution) the functions delegated to the Committee shall be:
  - (a) power to determine the terms and conditions on which staff hold office, including disciplinary and grievance procedures.
  - (b) making effective arrangements to ensure compliance with employment legislation and, where necessary, employment codes of practice.
4. The powers of the Employment Committee shall not extend to consultations or negotiations with representatives of the recognised trade unions since other mechanisms exist within the County Council to undertake these functions.

[Leicestershire County Council Constitution](#)