

## **EMPLOYMENT COMMITTEE**

### **TERMS OF REFERENCE**

#### **Background**

The Employment Committee ensures accountability for the terms and conditions on which staff hold office, including contractual policies and procedures, and for ensuring that effective arrangements are in place to secure compliance with employment legislation and, where 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 item is considered at each meeting:
  - Organisational Change: Summary of Action Plans – in line with the Organisational Change Policy and Procedure. This is for assurance purposes.
- The following items are considered annually:
  - Statutory Pay Gap Reporting. (This is for assurance purposes)
  - Employment Law Update (This is for assurance purposes)
  - The Pay Policy Statement – considered by the Committee at its September meeting before approval by the County Council by the end of the financial year.
  - Health and Safety Annual Report. (This is for assurance purposes)
  - Workforce Demographic Annual Report (This is for assurance purposes)
  - Committee Forward Plan

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

Following the Annual Meeting of the County Council on 13 May 2026, the membership of the Committee is as follows:

Mark Bools CC  
 Linda Broadley CC  
 Michael Charlesworth CC  
 Graham Cooke CC  
 Harrison Fowler CC (Chairman)  
 Andrew Innes CC  
 Bryan Lovegrove CC  
 Jewel Miah CC

Peter Morris CC  
 Ozzy O'Shea CC  
 Paul Rudkin CC (Vice-Chairman)  
 Deborah Taylor 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;
  - 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.

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.