

# CHESHIRE EAST COUNCIL

## Staffing Committee

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<b>Date of Meeting:</b>	29 <sup>th</sup> February 2016
<b>Report of:</b>	Head of Strategic HR
<b>Subject/Title:</b>	Implementing the Recent Constitutional Changes for Staffing Committee
<b>Portfolio Holder:</b>	Councillor Paul Findlow

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### 1.0 Report Summary

- 1.1 The changes to the Council's constitution, as agreed in October 2015, give "Staffing Committee responsibility to approve all human resources policies including pay and grading structures (except those that must be approved in law by the Council and the implementation of national terms and conditions which will be undertaken by the Chief Exec/head of paid Service), employees terms and conditions of employment, including changes to those terms and conditions and to approve policies on how the Council exercises its functions under the LGPS and any other relevant pension scheme."
- 1.2 This report makes proposals for putting these functional responsibilities into practice with particular focus on the approval and practical implementation of HR Policies.

### 2.0 Recommendation

- 2.1 That Staffing Committee:
  - Determine which HR Policies are the exceptions to Senior Officer delegations and require approval by Staffing Committee, due to Member involvement.
  - Approve the Senior Officer delegations outlined in Section 5 of this report.
  - Receive through each quarterly report to Staffing Committee, the delegated decisions taken by the Head of Strategic HR to ensure the effective implementation of the constitution in relation to staffing matters.

### 3.0 Roles and responsibilities

- 3.1 It is recognised that Members set policy to reflect local interests and needs and Officers are responsible for how these policies are implemented (procedures and guidelines) within a framework laid down

by Members. The focus of Staffing Committee is therefore on consideration of policy and when a procedural matter directly affects members of Staffing Committee those procedures will be of particular interest and require member consideration e.g. the procedures relating to disciplinary, capability and grievance appeals.

#### **4.0 Policy development in practice**

4.1 The need to create or revise a HR policy can arise for a variety of reasons including:

- New legislation
- The development of case law which has implications on policies
- Operational experience showing issues and / or scope for improvement in existing policies
- Benchmarking indicating that a policy is out of date in comparative Councils and other relevant organisations
- A policy no longer meets the service needs of the Council.

4.2 The development or revision of policy is usually an iterative process, involving a scoping phase, research, consultation with Trade Unions, drafting and redrafting. It may, in addition, require input from a technical expert. During this development, it may be valuable to informally discuss option/s with Staffing Committee Members prior to the final draft coming forward for formal approval. A list of current HR Policies is provided in Appendix 1.

#### **5.0 Senior Officer delegations**

5.1 Recognising the different roles of Members and Officers to agree and implement HR policies effectively and efficiently, it is proposed that a delegation is given to the Head of Strategic HR in consultation with the Chair of Staffing Committee or Vice-Chairman in his/her absence to:

- Make and approve all HR procedures and guidance (except where a procedural matter directly affects members of Staffing Committee) that are designed to clarify or give effect to approved policy.
- Make and approve minor and consequential amendments to HR Policy e.g. to clarify an issue, reinforce a point or take into account knock on effects of other policies changes.
- Make and approve legislative changes to HR Policy, reporting all such changes to Staffing Committee.

5.2 The exception to these delegations being HR policy and procedure determined by Members as requiring Staffing Committee approval.

## **6.0 Urgent Decisions**

- 6.1 Where urgent decisions are required before the next Staffing Committee meeting then either a special meeting can be convened in conjunction with the Chair or if it is not possible to convene in a timely manner then the Committee procedure rules apply.
- 6.2 An item of urgent business which has to be decided before the next meeting of a Committee can be determined by the Chairman and Vice-Chairman (or, in their absence, their nominees) in accordance with the provisions of the functions of Staffing Committee.

## **7.0 Access to Information**

The background papers relating to this report can be inspected by contacting the report writer:

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