

Appendix 3 – Proposed Staffing Committee Terms of Reference

STAFFING COMMITTEE (Terms of Reference)

8 Members

Statement of Purpose

- 1 The Staffing Committee is a key component of Cheshire East's corporate governance. It provides an independent and high level focus on Human Resources, Organisational Development and Health & Safety matters affecting the Council.
- 2 The purpose of the Staffing Committee is:-
 - (a) to provide independent assurance to the members of the adequacy of the HR service and staffing related matters,
 - (b) with regard to the Head of Paid Service, Monitoring Officer and Section 151 Officer (Statutory Officers):
 - To undertake the recruitment and selection process in accordance with the Staff Employment Procedure Rules; and
 - Make a recommendation to the Council to approve the proposed appointment before an offer of appointment is made to that person.
 - (c) appoint/dismiss the Statutory Chief Officers, namely:
 - The Executive Director of People and Deputy Chief Executive (Director of Children's Services);
 - Strategic Director of Adult Social Care and Health (Director of Adult Social Services); and
 - Director of Public Health.including undertaking the recruitment and selection process.
 - (d) to appoint/dismiss the Executive Director of Place including undertaking the recruitment and selection process.
 - (e) to approve "in year" salary or other benefit increases to the Head of Paid Service

Functions of the Committee

Recruitment and Selection

3 With regard to Statutory Officers:

- To undertake the recruitment and selection process in accordance with the Staff Employment Procedure Rules; and
- make a recommendation to the Council to approve the proposed appointment

before an offer of appointment is made to that person.

~~4 To make a recommendation to the Council to approve the dismissal of any of the Statutory Officers prior to notice being given to that person, and provided that the procedure set out in the Staff Employment Procedure Rules has been complied with.~~

~~45.~~ To appoint/dismiss Statutory Chief Officers and the Executive Director of Place

HR Policies

~~56.1~~ To have the opportunity to review the Council's HR Policies and Procedures as required and to make recommendations to the Portfolio Holder. It is noted that the authority to approve HR Policies and Procedures remains with the Executive

~~56.2~~ To make recommendations to Council in relation to the annual Pay Policy Statement and any amendments to such statement.

~~56.3~~ To make recommendations to Council in relation to decisions affecting the remuneration of any new post whose remuneration is or is proposed to be or would become £100,000 p.a. or more.

~~56.4~~ To make decisions in relation to proposed severance packages with a value of £100,000 or more.

~~56.5~~ To exercise the functions relating to local government pensions, so far as they relate to Regulations made under sections 7, 12, or 24 of the Superannuation Act 1972.

Appeals

6.1 For a Staffing Appeals Sub Committee:

- to consider appeals from Staff in the following circumstances:-
 - Appeals against dismissal
 - Appeals against grievance
 - Appeals against policy (but only the first appeal where the appeals are based on the same issues/circumstances)

67.2 With effect from 1st January 2016, Members appointed to the Staff Appeals Sub Committee may only hear appeals if they have received the mandatory training on appeals procedures offered by the Council (tailored in accordance with the individual Member's existing knowledge and experience).

Organisational Performance

78 To receive regular updates on performance information in order to assess the effectiveness of current Human Resources Organisational Development and Health & Safety policies and practices .These will include as a minimum:

- Appeals against dismissal
- Headcount Data
- Sickness Absence
- Turnover
- HR Casework (including disciplinary, grievance and capability)
- Health and Safety Accidents Records
- Health and Safety Training

DRAFTING NOTE – Members may have recognised that the “base” text in this version of the Staffing Committee’s Terms of Reference (to which tracked changes are proposed) differs from the version of the Staffing Committee’s Terms of Reference that appears in the version of the Constitution that is available on line. This is because this version incorporates changes made to the Staffing Committee’s Terms of Reference at Council on 15 December 2016 which have not been included in the version of the constitution that appears on line.