

TERMS OF REFERENCE

Submitted by: **Head of Central Services**

Portfolio: **Communications Transformations and Partnerships**

Purpose of the Report

To inform the Committee of its Terms of Reference as agreed by Full Council at its meeting held on 11 July 2012.

Recommendation

That the report be received.

Terms of Reference of the Staffing Committee

To be responsible for the Council's functions as an employer including the Local Government Pension Scheme which are not delegated to Officers or referred to Full Council or constrained by the law. For the avoidance of doubt the following functions are included:

- (1) The adoption and amendment of all employment policies including the following to the extent they relate to staffing matters:

- Adoption leave policy
- Agency staff procedure
- Alcohol, drugs, substance misuse policy
- Attendance management policy
- Bullying and harassment policy
- Capability procedure
- Officers' Code of Conduct
- Compensatory leave policy
- Computer, telephone and clear desk policy
- Equal opportunities and diversity in employment
- Disciplinary procedure
- Discretionary powers
- Driving at work
- Early retirement
- Employee recognition policy
- Employees' handbook
- Flexible retirement
- Flexible working hours
- Grievance procedure
- Health and safety
- Home working
- Information policies – internet, email
- Job evaluation
- Job sharing
- Local Government Pension Scheme
- Maternity and paternity
- National agreement on pay and conditions of service
- Smoking
- Recruitment
- Redundancy

Restructuring
Remote working
Staff communications and consultation
Stress at work
Time off for trade union duties
Working time.

- (2) To make representations to the Local Government Association and/or the Government or other organisations about any matter relating to employees of the Council.
- (3) To make arrangements for members of the Committee to determine appeals of employees in accordance with the appropriate policies.