

Employment Committee

Date: **Wednesday 30 September 2020**

Time: **10am**

Venue: **Virtual Teams Meeting**

Pursuant to The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020, the 30 September 2020 Employment Committee meeting of Norfolk County Council will be held using video conferencing.

To view the meeting online, please follow this link to the County Council Committees You Tube page:

<https://youtu.be/5hUOSGzBRSc>

Membership:

Cllr A Proctor (Chairman)

Cllr P Carpenter

Cllr S Clancy

Cllr E Colman

Cllr S Morpew

Cllr G Plant

Cllr D Roper

A g e n d a

1 To receive apologies and details of any substitute members attending

2 Members to Declare any Interests

If you have a **Disclosable Pecuniary Interest** in a matter to be considered at the meeting and that interest is on your Register of Interests you must not speak or vote on the matter.

If you have a **Disclosable Pecuniary Interest** in a matter to be considered at the meeting and that interest is not on your Register of Interests you must declare that interest at the meeting and not speak or vote on the matter

In either case you may remain in the room where the meeting is taking place. If you consider that it would be inappropriate in the circumstances to remain in the room, you may leave the room while the matter is dealt with.

If you do not have a Disclosable Pecuniary Interest you may nevertheless have an **Other Interest** in a matter to be discussed if it affects, to a greater extent than others in your division

- Your wellbeing or financial position, or
- that of your family or close friends
- Any body -
 - Exercising functions of a public nature.
 - Directed to charitable purposes; or
 - One of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union);

Of which you are in a position of general control or management.

If that is the case then you must declare such an interest but can speak and vote on the matter.

3 To receive any items of business which the Chairman decides should be considered as a matter of urgency

4 Employment Committee Terms of Reference

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Report by Executive Director of Strategy and Governance

5 Exclusion of the Public

The Committee is asked to consider excluding the public from the meeting under section 100A of the Local Government Act 1972 for consideration of the item below on the grounds that it involves the likely disclosure of exempt information as defined by paragraph 4 of Part 1 of Schedule 12A to the Act, and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

The Committee will be presented with the conclusions of the public interest tests carried out by the report author and is recommended to confirm the exclusion.

6 Senior Officer Annual Pay Review Arrangements

Report by Director for People on behalf of the Head of Paid Service

Tom McCabe

Head of Paid Service County Hall
Martineau Lane
Norwich
NR1 2DH

Date Agenda Published: 22 September 2020



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Employment Committee

Item No. 4

Report title:	Employment Committee Terms of Reference
Date of meeting:	30 September 2020
Responsible Chief Officer:	Executive Director of Strategy & Governance

Executive summary

This report asks Members of the Employment Committee to agree its Terms of Reference, which will then be included in the Constitution. The existing Terms of reference within the Constitution do not fully cover the role of the Committee.

The Committee is recommended to:

- Agree the attached Terms of Reference

1. Background and proposal

- 1.1 The Employment Committee was established with the change in governance arrangements which came into effect in May 2019. Brief Terms of reference are included in the Constitution.
- 1.2 This is the first time it has been necessary to convene a meeting of the Employment Committee, and it is recommended that it agrees a wider Terms of reference to allow it to fulfil all the functions that would normally be delegated to an Employment Committee. The Terms of reference are attached.

2. The Committee is recommended to:

- **Agree the revised Terms of Reference**

OFFICER CONTACT

If you have any questions about matters contained or want to see copies of any assessments, eg equality impact assessment, or if you have any questions about matters contained in this paper please get in touch with:

Officer Name: Helen Edwards

Tel No: 01603 493627 Email: helen.edwards2@norfolk.gov.uk



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APPENDIX A

EMPLOYMENT COMMITTEE

TERMS OF REFERENCE

1. To be responsible for the establishment of the Chief Officer structures of the Council and appointment of the Head of Paid service and those officer roles defined in the appendix to the Officer Employment Procedure Rules together with pay arrangements if not in line with national negotiation procedures and current policy. This power includes the establishment of ad hoc Appointment Panels to discharge this function.
2. To determine new material local terms and conditions of employment for employees that have a significant financial impact for the organisation or would impact on a significant part of the overall workforce as identified and advised by the Director for People and Head of Paid Service.
3. To be responsible for taking disciplinary action in respect of the Head of Paid Service, and other Chief Officers as required by legislation. This power includes the establishment of ad hoc Disciplinary Action panels to discharge this function.