



Signed off by	Democratic and Electoral Services Manager
Author	Annette Wiles, Deputy Democratic Service Manager
Telephone	01737 276607
Email	annette.wiles@reigate-banstead.gov.uk
To	Employment Committee
Date	Tuesday 20 June 2023
Executive Member	Portfolio Holder for Corporate Policy and Resources

Key Decision Required	N
Wards Affected	(All Wards);

Subject	Employment Committee - Terms of Reference
----------------	---

Recommendations
The Committee is asked to note the Responsibility for Functions for the Employment Committee, set out in Part 3a of the Constitution (annex 1), and Procedure Rule 9 – Officer Employment, set out in Part 4 of the Constitution (annex 2).
Reasons for Recommendations
This report sets out the terms of reference and the procedure rule relating to officer employment.
The Committee has authority to note the above recommendations.

Key Information
Background
<ol style="list-style-type: none"> 1. The Responsibility for Functions and Procedure Rule 9 – Officer Employment were revised in 2019 following recommendations to Council from the Governance Task Group. 2. In revising these, the Governance Task Group noted the importance of the Council understanding, planning and developing its workforce requirements for the future, so

as to provide excellent services to the community it serves and to support the Council's visions, aims and values.

3. Furthermore, the Employment Committee should have regard to the following:
 - The need to ensure the Council has access to the right skill sets in order to deliver its ambitious future objectives.
 - The importance of attracting a diverse future workforce to ensure an ongoing supply of suitable applicants across a broad range of occupations, tackling skills shortage areas and attracting the right people with the right skills and competencies at the right time.
 - Ensuring skills and capacity are in place to support change, focusing on future skill requirements to support service improvements, management and staff development and creating a more adaptable and flexible workforce.
 - Ensuring pay and reward policies are equitable, flexible and affordable, support the Council's performance management systems and are responsive to market pressures.
 - The need to enhance and clarify governance arrangements associated with Member involvement in senior officer recruitment, including functions relating to disciplinary / dismissal.
 - The importance of Member Learning and Development, especially in relation to the roles and responsibilities of the Employment Committee and Member involvement in recruitment.

Legal Implications

4. There are no direct legal implications associated with this report.

Financial Implications

5. There are no direct financial implications associated with this report.

Equalities Implications

6. The Employment Committee needs to have regard to the Council's duties under the Equality Act 2010. This requires the Council to have due regard to the need to:
 - Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited under the Act;
 - Advance equality of opportunity between people who share a protected characteristic and those who do not;
 - Foster good relations between people who share protected characteristics and those who do not.
7. The recommendation set out in this report relate to the terms of reference for the Employment Committee and carry no direct implications for the Council's general equality duty. However, the Committee should ensure that it addresses these duties by considering them within its work programme (enclosed in the agenda pack) as well as individual pieces of work.

Communication Implications

8. There are no direct communication implications associated with this report.

Risk Management Considerations

9. There are no direct risk management considerations associated with this report.

Background Powers

None.