

Section 2 - Committee responsibilities

Employment Committee (6 members)

Functions relating to the following matters as set out in Schedule I to the functions regulations -

(To be read in conjunction with the officer employment procedure rules)

Functions relating to pensions

1. Power to appoint staff, and to determine the terms and conditions on which they hold office (including procedures for their dismissal)
2. To be the committee of Portsmouth City Council responsible for the strategic overview of workforce/employment matters to ensure the delivery of good quality services to the people of Portsmouth.
3. To approve key strategies as the basis for people management within Portsmouth City Council, including:
 - a. People management strategy
 - b. Pay strategy
 - c. Learning and development strategy
 - d. Workforce development strategy
 - e. Health and safety strategy
 - f. members learning and development strategy
4. To be responsible for the recruitment of directors.
5. In respect of the following posts, to be responsible for their recruitment, which will be subject to Full Council approval:
 - a. Section 151 Officer;
 - b. Monitoring Officer;
 - c. Director of Public Health
 - d. Head of Paid Service
6. The following bodies will report to this committee
 - a. Joint health and safety forum
 - b. Staff Joint Committee
 - c. Joint Officer and Staff Forum
7. **Role profile of Employment Committee Members**
 - a. The executive member with responsibility for people management;
 - b. Clear understanding of the authority's corporate priorities;

- c. Ability to ensure all people management strategies are aligned with the corporate priorities;
- d. Knowledge and understanding of key employment matters, e.g. recruitment, redundancy.

8. **Frequency of meetings**

Quarterly or more frequently if sensitive issues.

9. **Senior Officer Appeals Committee**

Any 3 members drawn from a standing list that shall comprise the 6 members and standing deputies of the Employment Committee, all members of Council as substitutes for the panel when Employment Committee (and standing deputy) members are available.

The role and function to hear Senior Officer appeals against grievances, dismissals, performance, retirements on the grounds of ill health and redundancy, from senior staff employed on JNC for Chief Officers terms and conditions and to deal with each as follows:

Disciplinary, Ill-Health and Performance

The Committee may:

- a. Confirm the action of the manager;
- b. Quash the action of the manager;
- c. Substitute for the decision of the manager any other management action which is permitted by the City Council's employment policies

Redundancy

The Committee may:

- a. Allow the appeal;
- b. Dismiss the appeal;
- c. Instruct the manager to implement an alternative solution as permitted by the City Council's employment policies

Grievances

The Committee may:

- a. Settle grievances of individual employees under the City Council's grievance procedure;
- b. Instruct the manager in any case where, having heard the appeal, it appears to the Committee that a substantial change should be made to the contract of employment of an individual employee, or that changes should be implemented that affect more than one employee, as permitted by the City Council's employment policies.