

POLICY AND PERFORMANCE (REVIEW OF OVERSIGHT AND SCRUTINY OF HUMAN RESOURCES FUNCTIONS) SUB-COMMITTEE

Purpose:

The sub-committee will review and may propose amendments to the arrangements for overview and scrutiny of Human Resources (HR) functions, including the current roles of the Policy and Performance Scrutiny Committee, Audit Committee and Personnel Sub-Committee.

It is anticipated that the sub-committee will:

- 1) Examine the remit of the Policy and Performance Scrutiny Committee, Audit Committee and Personnel Sub-Committee in relation to *oversight and scrutiny* of the following HR functions:
 - reporting of HR related issues, such as use of agency and interim staff, sickness absence, staff performance management and the Annual Gender Pay gap report
 - recruitment and retention
 - diversity in the workforce
- 2) Make recommendations to the Policy and Performance Scrutiny Committee to reduce overlap in the committee's roles and ensure future arrangements are clear and underpinned by the committees' Terms of Reference.
- 3) It is not anticipated that the sub-committee will review the arrangements for the permanent recruitment of senior staff, which fall within the Terms of Reference of Personnel Sub-Committee

The sub-committee will meet as necessary over the period of the review and produce a formal report making recommendations for agreement by the Policy and Performance Scrutiny Committee.

If the committee's recommendations are approved by the Policy and Performance Committee, the Policy and Performance Committee will submit the recommendations to the Executive for consideration, in line with the Council's scrutiny procedures.

The implementation of any proposed changes to the committees' Terms of Reference will be subject to agreement by Council.

Composition

The sub-committee will comprise of the Scrutiny Committee Chairs, the Chair of Audit Committee and the Chair of Personnel Sub-Committee.

Appendix 1

Quorum

Quorum shall be five members.

Terms of Reference

1. To review the arrangements for overview and scrutiny of HR functions on behalf of the Council.
2. To receive and consider reports and witness evidence, as appropriate.
3. To make recommendations to the Policy and Performance Scrutiny Committee to increase the efficiency and transparency of oversight and scrutiny of HR functions.