

Report of Human Resources Manager

Subject: Personnel Committee Terms of Reference

Purpose of this report

1. The purpose of this report is to seek NPA approval for a revised Terms of Reference for the Personnel Committee.

Background

2. At the NPA Committee Meeting dated 30 September 2020, Members approved a policy aimed at streamlining the development and delegation of NPA Human Resource policies. Members therefore requested the HR Manager review the Terms of Reference for the Personnel Committee in light of the delegation changes.
3. A revised Terms of Reference was presented to Committee in November 2020. However, these were not accepted and it was requested that a 'wholesale' revision of the Terms be undertaken.
4. A revision was undertaken, and discussions held with the Chairs and Deputy Chairs of the Audit & Corporate Services Review and Personnel Committees to review perceived overlaps between the work of the two Committees, particularly in respect of Health and Safety reporting. As a result of that meeting, it was agreed that the Terms of Reference of the two Committees should remain largely unchanged and it was requested that the revised Terms of Reference (prepared in November 2020) be presented again to the Personnel Committee for their agreement.
5. Personnel Committee agreed the Terms of Reference on 15 September 2021, subject to adoption by NPA.
6. NPA Members are directed to the following changes:
 - Renaming of the Committee from Personnel to Human Resources, to more accurately reflect the current position of HR within PCNPA.
 - Provision to ensure Members have a general oversight of all HR policies in development and any 'up-stream' legislative changes.
 - Provision for Members to contribute to the Authority's health and safety policies and procedures, such that they extend to staff mental health and general wellbeing – this draws the distinction between the remit of the Audit and Corporate Services Review Committee who remain charged with governance of general Health & Safety for Officers and members of the public.

Recommendation: Members are asked to approve the adoption of the Terms of Reference dated 15 September 2021 (and annexed to this paper)

ANNEX A.

Terms of Reference of the Human Resources Committee

The Human Resources Committee is responsible for all matters appertaining to the employment and deployment of staff by the Authority. The terms of reference of the Human Resources Committee are:

- a) To make recommendations to the Authority as to Human Resource Policies which might be adopted with regard to the employment relationship that exists between PCNPA and its staff.*
- b) To review, scrutinise and approve existing Human Resource policies, where proposals are put forward to change their general aims and objectives.*
- c) To review and approve any National Joint Council (NJC) Terms and Conditions where discretion on its implementation is provided to the Authority and this discretion has a potential impact on financial or other resources.*
- d) To contribute to the formation and implementation of the Human Resources Strategy, be consulted on all new Human Resource policies subject to NPA approval; and have general oversight of HR policies in development and any legislative changes.*
- e) To keep under review the establishment, organisation and remuneration of the Authority's staff and to make recommendations to the Authority from time to time as to any changes which may be desirable.*
- f) To establish arrangements for and to conduct negotiations on behalf of the Authority with Unions representing the interests of its staff via the Employee Forum or any other negotiating arrangements.*
- g) To make appointments including the conduct of recruitment and selection procedures in accordance with the Authority's Human Resources Strategy, and to make any recommendations on the exercise of the appointments' function as may be deemed appropriate and relevant.*
- h) To contribute to the Authority's Health & Safety policies and procedures, such as they extend to staff mental health and general wellbeing.*

DELEGATION TO LEADERSHIP TEAM

- a) To review and approve new and existing Human Resources policies, which are required as a result of new legislation or changes in NJC terms and conditions.*
- b) To review and approve existing Human Resource policies where there is not change to the general aims, objectives or direction of decision making.*

Last Reviewed 15 September 2021 (Personnel Committee)

(Further information is available from the Kelland Dickens, Human Resources Manager, on 01646 624825 – email kellandd@pembrokeshirecoast.org.uk)