

Employment Policies Task and Finish Group

DRAFT Terms of Reference

This terms of reference document is designed to assist councillors and officers in establishing the focus of a task and finish review established by the Council's Overview and Scrutiny Committee. Specifically, the terms of reference emphasise the need for task and finish groups to have a clear purpose, rationale and focus for their work, and to make the best use of the resources available within a given time frame. This document will act as a reference guide throughout the task and finish review process to ensure the review does not deviate from its intended purpose.

Chair	Councillor David Cunningham
Membership	<p><i>Two additional members to be appointed by the Overview and Scrutiny Committee on 22 November 2022.</i></p> <p><i>Membership is recommended to comprise a member from each of the political groups plus one non-aligned member.</i></p>
Officer support	<p>Democratic Services will organise meetings, produce agendas, take notes of meetings and contribute to the drafting of any report to Cabinet or Council (if required).</p> <p>The Assistant Director for Organisational Effectiveness and the Chief Executive and/or Director of Governance and Development will be the principal advisors to the Task and Finish Group.</p>
Background and rationale for the review	The Overview and Scrutiny Committee on 4 October 2022 agreed to establish a task and finish group to oversee a review of the Council's HR policies. It had been identified that some employment policies had not been reviewed for a number of years and may not have always been consistently applied.
Purpose of the review	<p>The purpose of the review is to:</p> <ol style="list-style-type: none"> 1. Oversee the process and timeline for reviewing the Council's employment policies. 2. Oversee the implementation of new/revised employment policies, including the plan for training managers. 3. Consider what future updates the Overview and Scrutiny should receive on the updating of Council policies, following the conclusion of this review.
Indicators of success	<ul style="list-style-type: none"> • Member oversight of the plan for reviewing and updating employment policies. • Assurance that good progress is being made on delivering that plan. • Production of a report to the Overview and Scrutiny Committee at the conclusion of the review.



	<ul style="list-style-type: none">Findings/recommendations relating to the practice of reviewing, updating and implementing employment policies.
Out of scope	Individual employment matters. Policies other than employment policies.
Method / approach	<p>The Task and Finish Group will receive updates from officers and provide scrutiny and member oversight of the plans for reviewing, updating and implementing the Council's employment policies. Updates from officers may be provided at meetings or by email.</p> <p>This review should not require input from officers or external guests, other than the principal advisors referred to in the "officer support" section.</p> <p>Meetings will be held in private to enable open and frank discussions on matters that are internal to the Council.</p>
Timeline and frequency of meetings	<p>28 October – initial meeting of the Chair and officers to discuss the review.</p> <p>Mid-December TBC – Scrutiny of timetable for reviewing employment policies.</p> <p>Further meetings TBC.</p> <p>21 March 2023 – Report to Overview and Scrutiny Committee.</p>