

## **STAFFING COMMITTEE TERMS OF REFERENCE**

### **1. CONSTITUTION**

- 1.1 At a meeting held at Templeton House on 26 March 2002, the Northern Ireland Local Government Officers' Superannuation Committee resolved to establish a Sub-Committee, to be known as the Staffing Committee which would be responsible for the initial consideration of all staffing matters.

### **2. MEMBERSHIP**

- 2.1 The membership of the Staffing Committee shall consist of a minimum of 4 members appointed by the Committee.
- 2.2 The duties and responsibilities of a member of the Staffing Committee are in addition to those set out for a member of the Northern Ireland Local Government Officers' Superannuation Committee.
- 2.3 The Chairperson of the Committee shall be appointed by the Management Committee. In the absence of the Chairperson the members of committee shall appoint a chair for the meeting.
- 2.4 The Staffing Committee will be provided with a secretarial function by the Human Resources Manager.

### **3. AUTHORITY**

- 3.1 The Staffing Committee is an advisory body.
- 3.2 Subject to NILGOSC policies the Staffing Committee is authorised by the Northern Ireland Local Government Officers' Superannuation Committee to investigate any activity within its terms of reference it deems appropriate. It is authorised to seek any information from any officer or employee of the organisation, all of whom are directed to co-operate with any request made by the Committee.
- 3.3 The Staffing Committee is authorised to obtain independent professional advice if it considers this necessary.

### **4. MEETINGS**

- 4.1 The Staffing Committee will meet whenever it deems appropriate but shall meet at least twice a year.
- 4.2 A minimum of 2 members of the Staffing Committee will be present for the meeting to be deemed quorate.
- 4.3 Staffing Committee meetings will normally be attended by the Secretary, the Deputy Secretary, the Head of Governance and Support Services and the Human Resources Manager.

- 4.4 The Staffing Committee may ask any other officers of NILGOSC to attend to assist it with its deliberations.
- 4.5 The Staffing Committee may ask any or all of those who normally attend but who are not members to withdraw to facilitate open and frank discussion of particular matters.
- 4.6 The Staffing Committee Chairperson may convene a meeting upon the written request of any Committee Member.

## **5. REPORTING**

- 5.1 The Chairperson will provide a verbal report of business undertaken by the Staffing Committee at the next meeting of the Management Committee.
- 5.2 The agreed minutes of the Staffing Committee will be circulated to the members of the Management Committee, following the meeting at which the Staffing Committee approves the minutes.
- 5.3 The Staffing Committee will present an annual report to the Management Committee to give that committee assurance on staffing matters.

## **6. RESPONSIBILITIES**

- 6.1 The Staffing Committee will advise the Management Committee on:
- The need for new posts requiring future budgetary approval and any substantial restructuring which involves any compulsory redundancies.
  - Equal Opportunities Policy
  - Recruitment and Selection Policy
  - Disciplinary Policy
  - Capability Policy
  - Grievance Procedure
  - Redundancy Policy
  - Staff Code of Conduct
  - Any new contractual arrangements (i.e. remuneration and terms of service) affecting all staff, with a budgetary impact.
  - Discretionary Policies under the Local Government Pension Scheme Regulations (Northern Ireland) 2014 including the Policy Statement under Regulation 66, and the Discretionary Policy under the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations (Northern Ireland) 2007;
  - Any Non pay rewards or staff benefit scheme
- 6.2 The Staffing Committee will also scrutinise termination payments.

**Last reviewed and approved:** Mar 2024

**Next review date:** Mar 2027