

## **Chapter 12 - Employment Committee**

### **1. Governance**

- 1.1. The Combined Authority has appointed an Employment Committee. The committee is an executive committee of the Combined Authority Board.

### **2. Terms of Reference**

- 2.1. To appoint and dismiss Chief & Deputy Chief Officers as defined in the Officer Employment Procedure Rules and determine terms and conditions of employment.
- 2.2. To make recommendations to Combined Authority on the appointment and dismissal of the Monitoring Officer, S73 Officer and the Chief Executive
- 2.3. To determine employment procedures, including dismissal procedures.
- 2.4. To determine local terms and conditions of employment for employees.
- 2.5. To consider, and recommend appropriate actions where necessary in response to proposals relating to changes within a Department's/Division's structure which involve substantial changes in the responsibilities of first and second tier posts;
- 2.6. To promote and pursue a policy of equal opportunities in employment.
- 2.7. To determine pension policies.
- 2.8. To set up sub-committees.

### **3. Membership**

- 3.1. The Employment Committee shall consist of six members to include:
  - (a) The Mayor as Chair
  - (b) The Statutory Deputy Mayor as Vice-Chair
  - (c) The Constitutional Deputy Mayor
  - (d) Board member for Cambridge City Council or South Cambridgeshire District Council (to maintain political balance)

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- (e) Two other Board members taken in rotation which must include the relevant lead member when interviewing for a particular Chief Officer post.
- 3.2. Board members and their substitutes may also substitute for the core membership.
- 4. Chair and Vice-Chair**
- 4.1. The Combined Authority Board has appointed the Mayor as Chair and the statutory Deputy Mayor as Vice Chair.
- 5. Quorum**
- 5.1. No business is to be transacted at a meeting of the Committee unless at least two-thirds of the total number of Members on the Committee are present. (four members)
- 6. Voting**
- 6.1. Each Member of the Committee is to have one vote and no Member (including the Chair) is to have a casting vote.
- 6.2. Any questions that are to be decided by the Committee are to be decided by a simple majority of the Members present and voting. If a vote is tied on any matter it is deemed not to have been carried.