

## **CSP Employment Committee Terms of Reference**

### **1. Membership**

- 1.1 The Committee consists of 12 members, comprising:
  - (i) six members of the CSP, nominated by the National Group of Regional Stewards; and
  - (ii) six members of the CSP appointed by Council.
- 1.2 Members of the committee shall be appointed by the CSP Council, for a period of up to four years which may be extended. No member may serve more than eight years in total.
- 1.3 Only members of the committee have the right to attend committee meetings. However, the Director of ERUS and Assistant Director of ERUS will be invited to attend meetings of the committee on a regular basis and other individuals including the Head of Governance may be invited to attend all or part of any meeting as and when appropriate. The Committee may invite CSP members or non-members to attend all or part of its meetings to inform and support decisions or discussions on specific issues. Such attendees shall not have power to vote.
- 1.4 The Committee shall elect a Chair and vice-chair every two years (next due at the first meeting after the 2023 AGM). In the absence of the committee chair and/or vice chair at a committee meeting, the remaining members present shall elect one of themselves to chair the meeting.

### **2. Secretary**

- 2.1 The Head of Governance, or their nominee, shall act as the secretary of the committee and will ensure that the committee receives information and papers at least five working days ahead of meetings to enable full and proper consideration to be given to issues.

### **3. Quorum**

- 3.1 The quorum necessary for the transaction of business shall be at least six members or half of the committee members (whichever is the greater).

**4. Frequency of meetings**

4.1 The committee shall meet at least three times a year at appropriate intervals and otherwise as required.

**5. Notice of meetings**

5.1 Meetings of the committee shall be called by the secretary of the committee at the request of the committee chair or any of its members.

5.2 Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, shall be forwarded to each member of the committee and any other person required to attend no later than five working days before the date of the meeting. Supporting papers shall be sent to committee members and to other attendees, as appropriate, at the same time.

**6. Minutes of meetings**

6.1 The secretary shall minute the proceedings and decisions of all committee meetings, including recording the names of those present and in attendance.

6.2 Draft minutes of committee meetings shall be circulated to all members of the committee usually within two weeks of the meeting. Once approved, minutes should be circulated to all other members of the Council and the Head of Governance unless, exceptionally, it would be inappropriate to do so.

**7. Engagement**

7.1 The committee chair should attend Council meetings if required and the annual general meeting to answer any questions on the committee's activities. In addition the committee chair should seek engagement with members on significant matters related to the committee's areas of responsibility.

**8. Duties**

8.1 To support and advise Council on strategic employment matters affecting employed CSP members at work, in accordance with the following principles:

- Horizon scanning to spot external threats and opportunities to the profession and the CSP at an early stage and planning business appropriately;
- Ensuring equality and diversity issues are considered in all matters;
- Making sure that decision making includes consideration of any national or regional issues as appropriate;
- Ensuring that an appropriate range of members' expertise and views inform Council's consideration of significant issues affecting or outside its current strategic priorities;

- Informing Council's planning to shape the CSP's vision and strategy;
- Informing and advising CSP staff and providing insight and expertise on appropriate issues;
- Considering and respecting the remits of other CSP committees, groups and networks; and
- Liaising with CSP staff to consider the impact of implementing committee decisions on CSP resources including, finance and staff implications, planning and communications.

8.2 To carry out work delegated to it by the CSP Council and provide strategic advice to Council and the CSP in the following matters:

- pay, pensions and terms and conditions;
- the work environment;
- rights at work and industrial action; and
- wider trade union relationships.

### **9. Reporting responsibilities**

9.1 The Council shall receive the minutes of Employment Committee meetings after each meeting so it is informed of all matters.

9.2 The committee shall make whatever recommendations to the Council it deems appropriate on any area within its remit where action or improvement is needed.

### **10. Other matters**

10.1 The committee shall:

- have access to sufficient resources in order to carry out its duties, including access to the Governance team for advice and assistance as required;
- be provided with appropriate and timely training, both in the form of an induction programme for new members and on an ongoing basis for all members;
- give due consideration to all relevant laws, regulations and published guidance, and any other applicable rules, as appropriate.
- oversee any investigation of activities which are within its terms of reference;
- work and liaise as necessary with all other Council committees ensuring interaction between committees and with the Council is reviewed regularly;
- ensure that a periodic evaluation of the committee's performance is carried out; and

- at least annually, review its constitution and terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the Council for approval.

### **11. Authority**

11.1 The committee is authorised to:

- seek any information it requires from any employee of the CSP in order to perform its duties;
- delegate any matter to another committee or person(s) as it deems appropriate; and
- obtain, at the CSP's expense, independent legal or other professional advice on any matter if it believes it necessary to do so.

*(Approved by CSP Council – May 2021)*