

# South Yorkshire Pensions Authority

## Staffing Committee Terms of Reference

### 1. Background and Purpose

South Yorkshire Pensions Authority has appointed a Staffing Committee under Article 7 of Part 2 to the Constitution. The Staffing Committee is directly accountable to the Authority.

This document sets out the terms of reference for this Committee.

### 2. Membership Terms and Attendance

- 2.1 The Staffing Committee shall comprise six elected members of the Authority in line with political balance and local authority representation.
- 2.2 The Staffing Committee is established so that it is independent of executive decision making and able to provide objective oversight.
- 2.3 The Chair of the Authority will automatically be Chair of the Staffing Committee.

### 3. Election of Chair and Vice Chair

- 3.1 The Chair of the Committee is the Chair of the Authority and will be nominated for approval at the annual Authority meeting.

### 4. Frequency and Conduct of Meetings

- 4.1 The Staffing Committee shall meet as necessary for the purposes of conducting the business required to fulfil its responsibilities as set out in section 6 below.
- 4.2 Committee meetings will be conducted in accordance with the Constitution, HR policies and procedures, and the Terms of Reference.

### 5. Quorum

- 5.1 The quorum for meetings of the Staffing Committee shall be three members.

### 6. Responsibilities of the Staffing Committee

- 6.1 To approve proposals for changes to the organisation of the Authority's staffing where more than five posts are affected.

- 6.2 To approve resource and budget requirements for the implementation of staffing changes where more than five posts are affected.

## **7. Other Responsibilities**

- 7.1 To participate in related training and development activities to fulfil its remit effectively.
- 7.2 Draft minutes of the Staffing Committee meeting (agreed by the Chair) shall be submitted for information only at the subsequent Authority meeting.
- 7.3 Any items recommended by the Staffing Committee for approval, shall be the subject of a report to the Authority.

## **8. Powers of the Staffing Committee**

- 8.1 The Staffing Committee shall have the powers set out in the Scheme of Delegation in the Constitution of the Authority.