

Proposed Updated Terms of Reference for Employment and Appeals Committee

Employment and Appeals Committee and Investigation and Disciplinary Committee

There will be an Employee and Appeals Committee of four Councillors.

The membership shall comprise the Leader of the Council, the Deputy Leader, a Cabinet Member and the Leader of the Largest Minority Group or their appointed substitute.

There will be an Investigation and Disciplinary Committee of four Councillors.

The membership shall comprise of three Cabinet members and the Deputy Leader of the Largest Minority Group or their appointed substitute.

Substitutes if called upon will replace an existing member for the duration of an employment procedure in its entirety. At its conclusion, appointment reverts to the Member originally appointed.

The Members shall be appointed at the Annual Meeting. The rules of proportionality shall apply to this Committee.

The two Committees will have the roles and functions as set out below:

EMPLOYMENT AND APPEALS COMMITTEE

To interview candidates for posts within the Senior Management Team.

To appoint candidates to posts within the Senior Management Team, with the exception of the Head of Paid Service, Chief Finance Officer and Monitoring Officer.

To recommend to Council the appointment of the Head of Paid Service, Chief Finance Officer and Monitoring Officer.

To deal with appeals from the Chief Officers/Deputy Chief Officers, including Statutory Officers, against action taken against them.

INVESTIGATION AND DISCIPLINARY COMMITTEE

To deal with the final stages of the grievance and harassment procedures for all Statutory Officers and other Chief Officers/Deputy Chief Officers.

To determine whether to appoint an Independent Investigator to give an independent report regarding a complaint against a Statutory Officer.

In respect of the dismissal of any of the Statutory Officers, namely the Head of Paid Service, the Monitoring Officer and the Section 151 Officer, the Investigation and Disciplinary Committee shall make a recommendation to Council which will be supported via a report from two of the Council's Standards Committee Independent Persons.