

Appendix F – Amendments to Appointments Committee

SECTION D2 - APPOINTMENTS STAFFING COMMITTEE

1 COMMITTEE FORM AND STRUCTURE

Composition

1.1 The Appointments Staffing Committee will comprise four-nine Councillors in Political Balance, one of whom must be a Cabinet Member, plus the relevant Portfolio Holder.

1.2 Members Councillors and the Chair will be appointed by Full Council annually.

1.3 When advising the Council in relation to the proposed dismissal of a Statutory Officer, an Investigatory and Disciplinary Sub-Committee will co-opt two (voting) Independent Persons in accordance with the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended) to provide independent views. Full Council appoints a pool of Independent Persons which can be drawn on for this purpose.

Quorum

1.31.4 The Appointments Staffing Committee Quorum will be 3 Councillors.

Convening Meetings

1.4 The Chief Executive is responsible for convening all Committee meetings in accordance with the programme set by Full Council, and any meetings which have been convened at Chair's discretion in addition to those in the programme.

1.5 The Staffing Committee is not intended to meet as a whole but to be a pool of members available to convene one of the following Sub-Committees as required:

- Appointments Sub-Committee
- Investigatory and Disciplinary Sub-Committee
- Appeals Sub-Committee

2 — MATTERS RESERVED FOR THE APPOINTMENTS COMMITTEE

With regard to appointments of the Council's Statutory Officers, Chief Officers and Deputy Chief Officers:

2.1 To interview shortlisted candidates for Head of Paid Service, Chief Officer, Deputy Chief Officer and Head of Service posts;

~~2.2 To make recommendations to Full Council on the appointment of the Head of Paid Service;~~

~~2.3 To make decisions about all permanent appointments to Chief Officer and Head of Service posts.~~

~~2.4 Undertake an annual appraisal of the performance of the Head of Paid Service.~~

~~2.5 To hear appeals from the Investigatory Committee.~~

Formatted: Font: (Default) Aptos

2. SUB-COMMITTEES OF THE STAFFING COMMITTEE

2.1 Sub-Committees of the Staffing Committee are formed on an ad hoc basis to deal with appointments, disciplinary and appeals matters.

2.2 All Staffing Committee members will form a pool from which councillors will be drawn based on their availability and the requirements of the particular Sub-Committee as and when required.

2.3 The Quorum of a Sub-Committee is three Councillors and in the case of an Assessment Sub-Committee must also include the relevant Portfolio Holder.

2.4 A councillor that has made a decision as part of an Investigatory and Disciplinary Sub-Committee shall not be permitted to sit on an Appeals Sub-Committee dealing with the same subject matter.

2.5 The Chair of a Sub-Committee will be elected when the Sub-Committee is convened.

2.6 Where an Appointments Sub-Committee is convened it will have the following functions with regard to the appointment of Statutory Officers:

- To interview shortlisted candidates;
- In the case of the Head of Paid Service, make recommendations to Full Council on the appointment;
- In the case of the other Statutory Officers, to make decisions on such permanent appointments.
- Undertake an annual appraisal of the performance of the Head of Paid Service.

7. Where an Investigatory and Disciplinary Sub-Committee is convened it will have the following functions with regard to disciplinary action and/or dismissal of the Statutory Officers:

- To appoint an independent investigator and independent advisors, if required.
- To determine whether or not a Statutory Officer should be suspended pending investigation into allegations of misconduct or incapability.
- To make a recommendation to Council to dismiss a Statutory Officer.
- To approve any proposed severance payment to the Head of Paid Service that is no more than £100,000.

8. Where an Appeals Sub-Committee is convened it will have the following functions with regard to appeals in relation to Statutory Officers:

- To hear appeals in relation to any disciplinary and/or dismissal matter in accordance with the procedure in the Officer Employment Rules.

Note – There will also be consequential amendments throughout the Constitution to amend reference to 'Appointments Committee' to 'Staffing Committee'.