

APPENDIX B

Personnel Committee

Membership

9 Members of the council

Terms of Reference

Delegated responsibility for:-

1. Appointment of staff and determination of their terms and conditions of appointment, including disciplinary procedures and including negotiations and consultation with trade unions over issues relating to terms and conditions [N.B. all appointments below Service Director level are required to be delegated to officers];
2. To establish at the appropriate time sub-committees of members to act as appointment panels for the appointments of the Chief Executive, Chief Officers, and designated Deputy Chief Officers (as defined in Section 2(8) of the Local Government and Housing Act 1989).
3. To determine which Deputy Chief Officer posts should be designated to be appointed by a sub-committee of members.
4. To determine the mode of appointment to the post of Chief Executive, Deputy Chief Executives and Strategic Directors.
5. To make recommendations to Council as to the dismissal of the Head of Paid Service, the Monitoring Officer and the Chief of Finance Officer
6. To take disciplinary action¹ short of dismissal against the Head of Paid Service, the Monitoring Officer or the Chief Finance Officer
7. To suspend and keep under review the suspension of the Head of Paid Service, the Monitoring Officer or the Chief Finance Officer
8. To dismiss or take disciplinary action short of dismissal against the Head of Paid Service, the Monitoring Officer or the Chief Finance officer

¹ 'Disciplinary Action' has the meaning set out in the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended)

N.B. There are statutory requirements relating to delegation of and procedures for appointment of staff. These are set out in the Officer Employment Procedure Rules in Part 4 of the Constitution.