

Appendix I Part 2

CHIEF OFFICER APPOINTMENTS, APPEALS and DISCIPLINARY PANELS

I. FUNCTIONS

1.1 Undertaking the selection process for the appointment, and formulating recommendations to the Council in relation to:

- the appointment and dismissal of the Head of the Paid Service;
- the designation of an officer to act as Monitoring Officer and Responsible Finance Officer (Section 151 Officer);
- the appointment/dismissal of Monitoring Officer and Responsible Finance Officer;

in accordance with legislation, Council policies, conditions of service and the appropriate procedures set out in the employment standing orders;

1.2 Undertaking the selection, appointment and dismissal processes for any staff where so required by law;

(It should be noted that the Chief Executive as head of paid service, or a person nominated by him, has powers to appoint all other staff).

1.3. Hearing and determining any appeals by staff under the Council's approved Human Resources policies and procedures including through any appointed Sub-Committee.

1.4 Determining terms and conditions for staff employed on the JNC terms and conditions for Chief Officers.

2. PROCEDURES

2.1 The Panels shall be politically balanced and include the relevant Cabinet member when required. **The majority of members on the Panel cannot be members of the Cabinet. When acting as a Disciplinary Panel in respect of a proposal to dismiss the Chief Executive, or Section 151 Officer or Monitoring Officer for reasons other than ill health retirement or redundancy the Panel will also include two Designated Independent Persons appointed for this purpose.**

2.2 A Panel which hears an appeal will not include members of the Panel which made the original decision.

Appointment of substitute members

2.3 Any member of the Council may act as substitute on a Panel provided that they have completed the Council's relevant human resources training/ briefing.

3. GENERAL

The Panels are convened from time to time as required by the Assistant Director for Human Resources and Organisational Development.