

# APPENDIX F

## Appointments Committee Terms of Reference

### 1. Purpose of the Appointments Committee Terms of Reference

1.1 The Appointments Committee comprises six Councillors to include the Cabinet Member relevant to the post. It is chaired by the Leader of the Council. The Head of Paid Service and/or Head of Resources will attend in an advisory capacity (the Head of Paid Service will not attend when it is his/her role is being discussed).

1.2 The Committee shall discharge the following functions.

### 2. Chairman of the Committee

2.1 The Chairman of the Committee will be the Leader.

### 3. Appointment of Named and Senior Officers

3.1 Named Officers are defined as; the Chief Executive (Head of the Paid Service), the Monitoring Officer and the Section 151 Officer.

3.2 Senior Officers are defined as the Council's Directors.

3.3 The Committee shall be responsible for the appointment of any Named or Senior Officer.

3.4 All appointments will be in accordance with:

(i) An agreed job description and person specification.

(ii) Agreed arrangements for recruitment to the post; and

3.5 No offer of appointment of a Named or Senior Officer shall be made until the proposed appointment has been notified to the cabinet and that either:

(a) Within the period specified in the notification no objection has been made by the Leader on behalf of the Cabinet; or

(b) The Committee is satisfied that any objection made is not material or well-founded

3.6 Where the Appointments Committee is arranging the appointment of the Chief Executive, the Monitoring Officer and s.151 Officer, a recommendation will be made to Full Council for approval prior to an offer of appointment being made.

### 4. Dismissal of a Named or Senior Officer

4.1 The Committee shall be responsible for the dismissal of any Named or Senior Officer.

- 4.2 No dismissal shall be made (including dismissal by reason of redundancy) until the proposed dismissal has been notified to the cabinet and that either:
- (a) Within the period specified in the notification no objection has been made by the Leader on behalf of the cabinet; or
  - (b) The Committee is satisfied that any objection made is not material or well-founded.
- 4.3 Any appeal against dismissal will be considered by an Appeals Committee established by the Committee and comprised of 3 members who have not had any prior involvement in consideration of the case. Where necessary members can be drawn from the wider membership.

#### **Dismissal of a Named Officer**

- 4.4 Where the Appointments Committee is proposing to dismiss a Named Officer – Chief Executive (Head of the Paid Service), Monitoring Officer and Section 151 Officer - then Full Council will be asked to approve the dismissal prior to it being made.

### **5. Disciplinary Action**

- 5.1 The Committee shall be responsible for taking disciplinary action against any Named or Senior Officer.

#### **Sub Committee**

The Committee may establish a sub committee of 3 members to consider matters relating to grievance and disciplinary appeals. The membership may be drawn from the committee or the wider membership.

#### **Named Officers**

- 5.2 Disciplinary action in respect of Named Officers may only be taken in accordance Schedule E to the Disciplinary Procedure which must include the appointment of 2 Relevant Independent persons to the sub-committee.
- 5.3 A decision to suspend a Named Officer may be reviewed by the Committee.

### **6. Capability Procedures**

- 6.1 The Committee shall be responsible for any issue regarding the capability of a Named Officer.
- 6.2 Any issue which is not appropriately dealt with under the disciplinary or capability procedures, but which may result in the dismissal of a Named Officer, will be the responsibility of the Committee.

**7. Appointment, Dismissal and Disciplinary Action of other JNC Officers**

- 7.1 The appointment, dismissal and taking of disciplinary action against any officer (other than Named Officers) will be discharged by the Chief Executive or by an officer(s) of the Council nominated by him or her.