

## **Article 13 Appointments and Conditions of Service Committee**

The Council will establish an Appointments and Conditions of Service Committee.

### **Composition**

The Appointments and Conditions of Service Committee will comprise of 8 Elected Members.

For the purposes of disciplinary issues only: There will be 2 Independent Persons eligible to sit on this Committee.

The Chairman and Vice-Chairman will be appointed by the Council.

### **Frequency**

The committee will meet on a quarterly basis as needed. In the event an exceptional committee is required, this may also be called outside of the planned schedule.

### **Role and Function**

#### Role of the Committee:

1. To approve corporate employment policies, which form the terms and conditions of council employees; other than minor or technical changes to existing policies which are delegated to the Director of Organisation Development and Policy, which do not affect the underlying principles of the policies.
2. To take key policy decisions in relation to equal pay, single status, job evaluation and approve recruitment and retention payments to address recruitment and retention difficulties where these arise as appropriate.
3. To determine the standard terms and conditions on which all staff hold office, including procedures for their dismissal.
4. To consider proposals for changes to standard terms and conditions of employment including noting the local implementation of national pay awards to the Council's pay structure.
5. To consider corporate disputes on terms and conditions of employment, aligned to the Council's consultative framework.
6. To receive reports from the Corporate Joint Committee and the Health and Safety Committee as required in respect of the remit of the Appointments and Conditions of Service Committee.
7. Fulfil the governance role in ensuring the Leader of the Council is undertaking effective performance monitoring of the Managing Director.

8. To be responsible for appointing the Returning Officer for local government elections.
9. To be responsible for designating an officer as the Chief Financial Officer.
10. To be responsible for appointing proper officers other than where such appointment is reserved to full Council.
11. To be responsible for designating an officer as the Monitoring Officer and to ensure the provision of sufficient staff and other resources.
12. To be responsible for providing staff and other resources to a person nominated by the Monitoring Officer

Role of a Panel of the Appointments and Conditions of Services Committee:

13. To be responsible for appointments, dismissals or taking disciplinary action in respect of Chief Officers as detailed in accordance with the Officer Employment Procedure Rules.
14. To conduct the process of appointment, dismissal or taking disciplinary action in respect of the Head of Paid Service and make recommendations to full Council in relation to appointment and dismissal.
15. To suspend the Head of Paid Service pending an investigation and to appoint an independent investigator to conduct an investigation in relation to allegations concerning the Head of Paid Service.
16. To determine appropriate disciplinary action, short of dismissal, in respect of the Head of Paid Service.
17. To dismiss or take disciplinary action in respect of Chief Officers, other than the Head of Paid Service, Monitoring Officer or Chief Financial Officer.
18. To conduct the process of dismissal or taking disciplinary action in respect of the Monitoring Officer or Chief Financial Officer. To determine appropriate disciplinary action, short of dismissal, and make recommendations to full Council in relation to dismissal.