

## Appointments and Disciplinary Committee

Membership – 7

Where the Committee is dealing with disciplinary action against the Head of Paid Service, the Monitoring Officer or the Chief Finance Officer, the Authority's Independent Persons shall be invited to attend and observe the Committee's proceedings.

Quorum – 3

### Terms of Reference

The following functions are the responsibility of the Appointments and Disciplinary Committee:

1. To consider and determine the short-listing for and appointments to the positions of Chief Executive, Deputy Chief Executive, Director of Public Health (subject to the statutory process), Heads of Service and any other positions as may be determined from time to time by the full Council.
- ~~1.2.~~ To consider and determine disciplinary action against a Head of Service (other than those Heads of Service undertaking the roles of Head of Paid Service, Monitoring Officer and Chief Finance Officer).
- ~~2.3.~~ To exercise functions pursuant to the Local Authorities (Standing Orders) Regulations 2001 (as amended) and the Joint Negotiating Committee National Salary Framework and Conditions of Service for Local Authority Chief Executives in relation to disciplinary action in respect of the Head of Paid Service, the Monitoring Officer and the Chief Finance Officer ~~Chief Executive and other officers referred to under the above Regulations on~~ the grounds of conduct, capability or other substantial reasons:
  - a) Consideration of any initial investigation of the allegation(s) relating to conduct, capability or other substantial issue(s) which may require full investigation;
  - b) ~~D~~The determination of whether the allegation(s) require any informal or formal action and whether the appointment of an ~~n-Designated~~ Investigator Person to investigate the allegation(s) is required;
  - ~~c)~~ Where necessary, the appointment of a Designated Independent Person to investigate, report and make recommendations in relation to the allegation(s);
  - ~~d)c)~~ C~~The~~ consideration of whether precautionary action is required (including the power to suspend a relevant officer, subject always to the legal requirements regarding such suspension) and, if so, the determination of the extent and terms of such precautionary action;

d) ~~R~~The receipt and consideration of ~~Designated~~ Independent Investigator's  
Person report(s);

e) \_\_\_\_\_

f) \_\_\_\_\_ Where appropriate the referral back to the Independent  
Designated Investigator~~Independent Person~~ for further investigation, report  
and/or recommendation; and

e) \_\_\_\_\_

f) ~~H~~The ~~hearing and determination of~~ the allegation(s) at a disciplinary  
hearing and including the determination of any disciplinary action, other  
than dismissal.

g) ~~Where following the hearing of the allegation(s) dismissal is considered~~  
appropriate to ~~cision as to whether recommend dismissal to Full~~  
Council. ~~any disciplinary action (including dismissal) is necessary after~~  
~~consideration of the Designated Independent Person's report(s), and the~~  
~~extent and nature of such disciplinary action.~~

g) \_\_\_\_\_

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