

Personnel Sub-Committees – Employment Appeals Committees

1. **Sub-Committees:** There shall be two Sub-Committees:
 - Employment Appeals Sub-Committee 'A'
 - Employment Appeals Sub-Committee 'B'
2. **Membership:** Each Sub-Committee will comprise 7 Members of the Authority, as notified to the Chief Executive, and each Sub-Committee will be subject to Political Balance.
3. **Substitutes:** Substitute Members may be nominated to the Sub-Committees in accordance with paragraph 4 of the Council Procedure Rules (Part 4), subject to the nominee satisfying the training requirements identified below at 9.
4. **Chairman and Vice-Chairman:** The Chairman and Vice-Chairman for each Sub-Committee will be appointed by the Personnel Committee.
5. **Quorum:** The quorum for each Sub-Committee shall be one third of the membership, subject to a minimum of three.
6. **Meetings:** Sub-Committee 'A' shall meet on Tuesdays at 10.30am and Sub-Committee 'B' shall meet on Thursdays at 10.30am.
7. **Access to Information:** The Sub-Committees shall comply with Access to Information Rules set out in Part 4 of the Constitution.
8. **Training:** Each Member appointed to a Sub-Committee of the Personnel Committee must satisfy the training requirements, as set out in the Personnel Committee's delegations in Part 3.2 of the Constitution.
9. **Delegations:** The Sub-Committees will hold the following delegated powers, as conferred upon them by the Personnel Committee as set out below.

To determine appeals against dismissal submitted by employees at all levels below Assistant Director level in the context of the application of the relevant procedure or for claims of unfair or unduly severe sanctions only, in accordance with the policies approved by the Council.

The Personnel Committee reserves the authority to undertake any of the functions contained within its delegations, and as conferred upon its Sub-Committees, at the Personnel Committee Chairman's discretion.