

Personnel Committee – 24th October 2023

Change to Personnel Sub-Committee Membership

1.0 Report Detail


- 1.1 At its meeting held on 12th June 2023, the Personnel Committee approved the formation of Employment Appeals Sub-Committees 'A' and 'B' with the Memberships as set out in **Appendix 1**.
- 1.2 On 2nd October 2023, Democratic Services received notification from the Labour Group Office of a required change to the membership on both Employment Appeals Sub-Committees 'A' and 'B' with Councillor Nawaz replacing S Ditta.

2.0 Recommendations

- 2.1 That approval be given to the change in Membership on Employment Appeals Sub-Committees 'A' and 'B' with Councillor Ditta being replaced by Councillor Nawaz.

Background papers – Report to Personnel Committee – 12th June 2023.

Signed:



Anthony Cox, Director of Governance.

Contact:

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Personnel Committee – 12th June 2023

Establishment of Personnel Sub-Committees

1.0 Report Detail

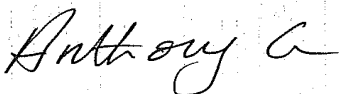
- 1.1 At its adjourned meeting on 24th May 2023, the Council re-established the Personnel Committee which holds the delegated responsibility, within the Constitution, for establishing two Sub-Committees to undertake Employment Appeals on behalf of the Council.
- 1.2 Accordingly, this report recommends the establishment of two Employment Appeals Sub-Committees 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.

2.0 Recommendations

- 2.1 That approval be given to the establishment of two Sub-Committees, as set out below, together with the delegations as set out in **Appendix 1**.
- Employment Appeals Sub-Committee 'A'
 - Employment Appeals Sub-Committee 'B'
- 2.2 That the Membership of each Sub-Committee be approved **(information to follow in due course)**.
- 2.3 That Employment Appeals Sub-Committee 'A' meets on a Tuesday and Sub Committee 'B' meets on Thursday both at 10.30 a.m. on dates set out in the Council's timetable of meetings, and that meetings be cancelled when they are not required.

Background papers – Report to Adjourned Council – 24th May 2023.

Signed:



Anthony Cox, Director of Governance.

Contact:

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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.

Personnel Sub-Committees

Employment Appeals 'A'

Chair: Councillor Harris

Conservative x 4 seats: Councillors Cooper, Martin and Sears

Labour x 3 seats: Councillors Burley, S. Ditta and Gultasib

Meets on Tuesdays at 10.30 a.m.

Employment Appeals 'B'

Chair: Cllr Whitehouse

Conservative x 4 seats: Councillors Harris, Martin and Waters

Labour x 3 seats: Councillors Burley, S. Ditta and Gultasib

Meets on Thursdays at 10.30 a.m.