

SECTION 6 – PERSONNEL COMMITTEE – Current Terms of Reference

Composition: 7 Members of the Council on PR basis, Chairman and Members of the Committee appointed by Council annually, to include at least one Member of the Cabinet. Changes can be made by Council during the course of the year. Where the Committee meets to appoint a Corporate Director, the Committee will comprise 13 Members on a PR basis, that is, the 7 Members plus 6 further Members appointed for this particular purpose.

All Members of the Committee and Members attending as Substitutes, must have attended a Member training session on racial awareness.

Terms of Reference:

- 1 Control and development of the conditions of service of Council employees.
- 2 Control of the Council's Establishment.
- 3 Determining the terms and conditions on which staff are to be appointed.
- 4 Appointment of Corporate Directors and Service Heads.
- 5 Acting as the "Investigating Committee" referred to in the JNC Conditions of Service.
- 6 Determining re-grading applications.
- 7 Developing and implementing all personnel policies and procedures.
- 8 Consultation with the workforce as the employer representative on the Joint Consultative Committee.
- 9 Consideration and response to consultation requests in respect of national pay negotiations

DELEGATIONS TO OFFICERS

To the Chief Executive

To sanction emergency action, as set out in the rules of procedure for urgent business.

To the Chief Executive, Corporate Directors and Heads of Services:

- To appoint staff below the level of Head of Service.

To the Chief Executive and Corporate Directors:

- To award honoraria.
- Regulation of Investigatory Powers Act.

SECTION 7 - APPEALS COMMITTEE – Current Terms of Reference

Composition: 7 Members of the Council on PR basis, Chairman and Members of the Committee appointed by Council annually, to include at least one Member of the Cabinet. Changes can be made by Council during the course of the year. Since the Committee will hear appeals from the Personnel Committee, there should be no overlapping membership.

All Members of the Committee and Members attending as Substitutes, must have attended a Member training session on racial awareness.

Terms of Reference:

To consider appeals against dismissal and in respect of grading and grievances by employees of the Council.

The determination of any other appeal against any decision made by or on behalf of the Council.

DELEGATIONS TO OFFICERS

To the Chief Executive

To sanction emergency action, as set out in the rules of procedure for urgent business.

To the Chief Executive, Corporate Directors and Heads of Service:

- To hear appeals in accordance with the Council's Disciplinary and Grievance Policies and Procedures.