

Appendix A: Terms of Reference for Urgency and Employment Committees

URGENCY COMMITTEE

Membership: Leaders of the five largest Groups represented on the Council. Quorum 3.

Purpose: To take any urgent Policy and Resources Committee or Council decisions (that may be delegated by the Council, where above the level of delegation to Officers) in between scheduled meetings and where the decision needs to be taken before the next meeting in order to protect the Council's interests.

FUNCTIONS	DELEGATION OF FUNCTIONS
All decision-making where in the opinion of the Chief Executive (having consulted the Chief Finance Officer and the Monitoring Officer) the Council's interests require that Councillors take a decision urgently; including virement decisions and decisions to expend money from contingencies and balances that are not otherwise delegated.	Any decision that may be made by Council or the Policy and Resources Committee in between scheduled ordinary meetings may be further sub-delegated as considered appropriate.

EMPLOYMENT COMMITTEE

Membership: 12 Councillors (to include the Group Leaders of the five largest groups)

Purpose: To deal with employment and staffing matters unless otherwise delegated

FUNCTIONS	DELEGATION OF FUNCTIONS
a) To consider the applications received for the posts of Chief Executive and Directors and to compile a short list for interview and subsequently to interview and make appointments (in the case of the Chief Executive any appointment is subject to confirmation by the full Council).	Panel, as required from time to time
b) To review annually the performance of the Chief Executive and Directors, to agree targets for the coming financial year, and agree any corrective action which may be required relating to the previous financial year.	Panel comprising 5 Councillors (to include the Group Leaders of the 5 largest parties)
c) Power to determine terms and conditions on which staff hold office (including procedures for re-organisations and for their severance and dismissal) and all	Head of Human Resources Shared Service

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<p>other matters concerning terms and conditions of service.</p>	
<p>d) To act as an investigatory Committee in disciplinary matters for protected officers</p>	<p>Panel comprising 3 Councillors.</p>
<p>e) To act as a hearings panel as appropriate except any decision to dismiss the Head of Paid Service, Chief Finance Officer or Monitoring Officer which must be approved by Council.</p>	<p>For the three statutory protected officers Panel of 3 plus up to two Independent Persons</p>
<p>f) To hear and determine appeals against decisions taken by the Chief Executive under the disciplinary or capability procedures or to hear grievances raised against the Chief Executive under the grievance procedure.</p>	<p>Sub Committee comprising 3 Councillors</p>
<p>g) Pensions and superannuation matters related to terms and conditions</p>	<p>Head of Human Resources Shared Service</p>
<p>h) To appoint Members to the outside bodies assigned to the Committee and listed at Part 5 Schedule 2 of the Constitution and to receive annual reports from the appointed outside body representative.</p>	<p>N/A</p>