

DRAFT APPOINTMENTS COMMITTEE (AND AD-HOC PANELS)

Terms of Reference, Constitution, Rules and Procedures

Role

1. To determine arrangements for the recruitment to the posts of Chief Fire Officer/Chief Executive, Deputy Chief Fire Officer, Treasurer and Monitoring Officer.
2. To conduct interviews and make recommendation to the Authority on the appointment of the Chief Fire Officer/Chief Executive prior to any offer of appointment being made.
3. On behalf of the Authority, the Committee will conduct interviews and appoint the Deputy Chief Fire Officer, Treasurer and Monitoring Officer and will report its decision to the Authority.
4. To approve and review the terms and conditions of employment of the Chief Fire Officer/Head of Paid Service, Deputy Chief Fire Officer/Deputy Head of Paid Service, Treasurer and Monitoring Officer.
5. To ensure that the Chief Fire Officer's appraisal is carried out on an annual basis by the Authority Chairman, Policy & Resources Committee Chairman and Audit & Standards Committee Chairman.
6. All Members will undertake mandatory training regarding the recruitment and selection process.
7. Through ad-hoc Panels, to consider and determine:
 - Discipline/Grievance, as set out in paragraphs 8-9
 - Appeals, as set out in paragraphs 10-11

Discipline/Grievance Panel

8. The Panel will make recommendation to the Authority as to any disciplinary action or the dismissal of the Chief Fire Officer/Chief Executive prior to any notice being served.
9. The Panel will determine pursuant to the grievance procedure any grievances submitted by or against the Chief Fire Officer/Chief Executive following a difference between him and an employee of the Authority.

Appeals Panel

10. To determine in accordance with existing procedures any appeal arising from the disciplinary action or dismissal of the Chief Fire Officer/Chief Executive, Deputy Chief Fire Officer/Deputy Head of Paid Service, Monitoring Officer and Treasurer.
11. To determine pursuant to the grievance procedure any appeal arising from any grievance procedure relating to the Chief Fire Officer/Chief Executive, Deputy Chief Fire Officer, the Treasurer or Monitoring Officer.

Constitution

12. The Committee will comprise 7 Members, to include (subject to the rules on political balance) the Authority Chairman, the Policy and Resources Committee Chairman and the Audit and Standards Committee Chairman.
13. Ad-hoc Panels will be established as and when required. The membership will be selected by the Head of Legal Services (or his nominee), comprising three members drawn from the Appointments Committee. Where the issue concerns disciplinary action that may lead to the dismissal of the Chief Fire Officer/Chief Executive, Deputy Chief Fire Officer, Monitoring Officer or Treasurer, or relates to an appeal against such disciplinary action or dismissal, the Panel will also include two independent persons as voting members.
14. In accordance with the requirements of the Local Government and Housing Act 1989, political balance will apply to the Committee, but not to the Panels.
15. The quorum of the Committee and the Panels will be 3 Members. With regards to the Panels considering issues in relation to disciplinary action that may lead to the dismissal of the posts described in paragraph 13, or which relate to an appeal against such disciplinary action or dismissal, the quorum must include the two independent persons.
16. Substitution arrangements will not apply.

Rules and Procedures

17. The Committee Chairman and Vice-Chairman will be elected by the Authority
18. The Committee and Panels will meet as and when required.
19. The Committee Chairman will report proceedings of the Committee to the Authority.
20. Committee meetings will normally be held in public, with the right of attendance for all members, public and press, except during consideration of exempt business.

An agenda, together with reports, will be made available at least five clear working days before each formal meeting.

21. The minutes and reports of the Committee will be available for public inspection, except those documents classified as exempt.
22. The Panel meetings will not be open to the public or other members of the Authority due to the nature of the business, therefore ordinary Access to Information Rules will not apply.
23. The appellant or officer concerned may attend the Panel meeting and may make representations. The appellant or officer concerned may be represented.
24. The Committee and Panels will be advised by Officers and/or independent advisors as appropriate.