

CAMBRIDGE CITY COUNCIL

REPORT OF: Head of Human Resources
TO: Civic Affairs Committee 13/5/2013
WARDS: None directly affected

APPOINTMENT OF A STANDING EMPLOYMENT (SENIOR OFFICER) COMMITTEE

1 INTRODUCTION

- 1.1 This report recommends following the practice of other authorities to put arrangements in place, should the need arise to deal with the appointment or dismissal of senior officers or with disciplinary matters affecting them.
- 1.2 The Chief Executive will shortly be consulting on proposed changes to the structure of the Resources Department and it is also good practice to have arrangements in place to avoid delay or the need for a special Council meeting to summon an ad hoc committee.
- 1.3 It recommends the creation of a committee and proposes terms of reference. The report suggests that appointments are made to the committee in accordance with the wishes of group leaders as the need arises, rather than having a standing membership.

2. RECOMMENDATIONS

- 2.1 To recommend the Council to establish an Employment (Senior Officer) Committee with terms of reference set out in paragraph 4
- 2.2 To amend the Constitution to reflect the proposals in 4.

3. BACKGROUND

- 3.1 The Council has in recent years set up Appointment Sub-Committees on an ad-hoc basis when Chief Executive and Directors were recruited (2009 and 2010). Having reviewed other local authority

practice it is recommended that rather than continue with the ad-hoc arrangement, the Council should instead establish an Employment Committee which can deal with appointments and other employment matters concerning senior officer posts of the Council. The Council's procedures are set out in the Officer Employment Procedure Rules, which form part of the Constitution.

4. PROPOSED TERMS OF REFERENCE

4.1 The following terms of reference for the committee are proposed:

Appointed by:	From time to time in accordance with the wishes of the political groups.
Membership:	6 members allocated between political groups in accordance with the rules on political balance set out in the Local Government and Housing Act 1989
Chair/Vice Chair:	To be appointed by the members of the Committee.
Decision making:	By the majority of members present and voting. The Chair has a casting vote if required.
Terms of Reference:	<ol style="list-style-type: none"> 1. To deal with the recruitment to the post of Chief Executive and to recommend a selected applicant to Council for appointment. 2. To recruit, appoint, take disciplinary action against and dismiss Directors 3. To suspend and keep under review the Chief Executive, Directors, the Monitoring Officer or section 151 Chief Finance Officer whilst an investigation takes place into alleged misconduct. 4. To appoint a designated independent person under regulation 7 of the Local Authorities (Standing Orders) (England) Regulations 2001 5. To take disciplinary action against the Chief Executive, the Monitoring Officer or section 151 Chief Finance Officer in accordance with a recommendation in a report made by a designated independent person under regulation 7 of the Local Authorities (Standing Orders) (England) Regulations 2001. 6. To consider and if necessary recommend to Council to dismiss or terminate the employment of the Chief Executive, the Monitoring Officer or section 151 Chief Finance Officer.

Note: The committee will be governed by the provisions contained within Part 4I of the Constitution (Officer Employment Procedure Rules)

5. **CONSULTATIONS**

The Chief Executive, Directors and the Head of Legal Services have been consulted on the content of this report.

6. **OPTIONS**

The Council could continue with the current arrangement of appointing sub-committees on an ad-hoc basis.

7. **IMPLICATIONS**

- (a) **Financial Implications** - None
- (b) **Staffing Implications** - This report concerns the appointment, disciplinary action and dismissal procedures for senior officers.
- (c) **Equal Opportunities Implications** - None
- (d) **Environmental Implications** - None
- (e) **Procurement** - None
- (f) **Consultation and communication** - None
- (g) **Community Safety** - None

BACKGROUND PAPERS: The following are the background papers that were used in the preparation of this report:

The Constitutions of Aylesbury Vale, Cherwell, Ipswich and Oxford District Councils which are all available on each of the Council's websites.

The author and contact officer for queries on the report is Deborah Simpson, Head of Human Resources, on extension 8101.

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