

Appointments Panel Terms of Reference

1. Membership (15)

Panel A – For the appointment of the Council’s Chief Executive

- All Members of the Executive
- Leader of the Opposition
- 6 other Opposition members

Quorum: 8

Panel B - For appointment of LBHF Directors (5)

- The Leader (Chair) or a named substitute
- Deputy Leader (Vice-Chair) or a named substitute
- The Cabinet Member of the relevant appointment area

(NB: Where an appointment relates to the portfolios of two Cabinet members, both will be members of that Panel)

- Leader of the Opposition or a named substitute
- An Opposition Member

Quorum: 3

Panel C - For the appointment of Chief Officer or Directors with responsibility for shared services covering more than one Council (3):

An LBHF Appointments Panel, meeting concurrently with the Panel(s) for the other Council(s), will comprise 3 members including the relevant Cabinet Member. The remaining membership will be split in the ratio of administration to opposition members. A Chief Officer or Director will be appointed under these arrangements only if each Council’s Appointment Panel so agrees.

Quorum: 2

Other Appointments

Other appointments for joint heads of service, other than at Chief Officer level, may be conducted by Members under these arrangements (Panel C) where all relevant authorities agree that the appointment should be made by Members.

3. Decision-making powers

- 3.1. To carry out interviews and make appointments in respect of all statutory Chief Officers and non-statutory Chief Officers/Directors except in the case of the Chief Executive (where the appointment is by a recommendation to full Council). Interim appointments do not require to be decided by an

Appointments Panel.

- 3.2. To be responsible for the terms and conditions of service, grievance, and disciplinary matters (including suspension, appeals and dismissal) of the officers specified above, except for disciplinary matters relating to the Council's Head of Paid Service, Monitoring Officer and Chief Financial Officer, which shall be dealt with as set out in the Officer Employment Rules of Procedure.
- 3.3. To receive and consider reports from an independent person, under regulation 7 of the Local Authorities (Standing Orders) (England) Regulations 2001, designated to investigate allegations of misconduct against the Council's Head of Paid Service, Monitoring Officer or Chief Financial Officer.
- 3.4. To notify the Proper Officer of the name and any relevant details relating either to the appointment or dismissal of any of the Chief Officers set out above, in accordance with paragraphs 5 & 6 of Part II Schedule I of the Local Authorities (Standing Orders) (England) Regulations 2001, and to appoint or dismiss accordingly, no objection having been received from the Executive within the timescale specified by the proper officer for lodging such objections.
- 3.5. In relation to matters of dismissal of the Chief Executive, Section 151 Officer and Monitoring Officer, the Local Authorities (Standing Orders) (England) Amendment Regulations 2015 replaced the statutory Designated Independent Person (DIP) provisions with an Independent Panel process. The new statutory process requires the Council to establish three new committees to deal with matters of discipline if required:
 - Grievance Committee
 - Investigating and Disciplinary Committee
 - Appeals Committee

In the event of a grievance, disciplinary or appeals matter received, a Committee of 5 members drawn from a pool of Panel A members shall be constituted. Due to natural justice, the membership of each committee cannot overlap. The committee must reflect the political balance of the Council. The Committee must be established annually.