

**AGENDA ITEM NUMBER 4**

**EMPLOYMENT AND APPEALS COMMITTEE  
16 JULY 2013  
EXTRACT – COUNCIL CONSTITUTION  
(APPROVED BY COUNCIL - MAY 2013)**

**8. EMPLOYMENT AND APPEALS COMMITTEE**

**8.1 TERMS OF REFERENCE**

1. To hear, consider and determine appeals against dismissal, grading and grievances by employees.
2. To hear, consider and determine any other appeals made under a statutory appeals process and/or where no other appeals body has been established for the specific purpose. This will include:-
  - a. Access to Personal Files
  - b. Approved Marriage Premises
  - c. Curriculum Complaints
  - d. Home to School Transport
  - e. Housing Improvement Renovation or Repair Grants
  - f. Discretionary Rate Relief (NNDR)
  - g. Children's Social Services Complaints

**Note: Panels hearing items at g should comprise two elected members and an independent chair.**

3. The constitution of any special human resources panels or working parties as may be required from time to time.
4. The discharge of such human resources functions that cannot be delegated under statute to the Cabinet or have not been delegated to officers, as may be delegated by the Council from time to time.

**8.2 DELEGATION TO OFFICERS**

The following powers and duties are delegated to the named officer(s)

<b>DELEGATED FUNCTION</b>	<b>OFFICER</b>
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To deal with day to day administration of Human Resources matters.

Head of Business Support People.