

## **Part 8 – Scheme of Delegation Revised Annual Council 8 May 2017**

### **Employment and Appeals Committee**

#### **8.1 Employment**

- a) To establish panels to appoint Chief Officers, Officers that are part of the Strategic Management Team, or Officers that report directly to the Director for People. Such Panels to consist of three members of the committee plus the relevant Cabinet Member. Political balance applies to the panel.
- b) To consider employee procedures, including dismissal procedures.
- c) To hear, consider and determine appeals against dismissal by employees.
- d) The constitution of any special human resources panels or working parties as may be required from time to time.
- e) 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.
- f) To consider and approve HR policies (this requires two thirds voting members present to approve a policy subject to its financial impact not exceeding the virement threshold of the Director for Resources . If this cannot be achieved the policy in question will be referred to Full Council for further consideration and determination).

#### **8.2 Appeals Panels**

- a) 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:
  - i. Access to Personal Files
  - ii. Approved Marriage Premises
  - iii. Curriculum Complaints
  - iv. Home to School Transport
  - v. Housing Improvement Renovation or Repair Grants
  - vi. Discretionary Rate Relief (NNDR)
  - vii. Children's Social Services Complaints

The panel will consist of three members drawn from the Committee. For this purpose, officers may draw upon members with training relevant to the subject matter of the appeal in order to ensure sufficient members are available to conduct

the hearing, and to avoid involving any member who was involved in the original decision which is the subject of the appeal. Panel members should not be a representative of the Ward of the appellant. Panels should consist of three members of the Committee, with the exception of (vii) which should comprise two members of the committee and an independent chair. Political balance applies to the panel.

### **8.3 Delegation to Officers**

The Director for Resources is authorised to deal with day to day administration of Human Resources matters.