

# Section 23

## Appointments Panel

### 23.1 Status

The Appointments Panel is a committee of the Council with the purpose of dealing with appointments of Heads of Service with the exception of the S.151 Officer and the Monitoring Officer.

### 23.2 Membership and Method of Appointment

The Council will appoint the membership to the Appointments Panel which will include at least one Cabinet Member.

### 23.3 Chair and Vice-Chair

The appointment, by election, of the Chair of the Appointments Panel amongst those Members present shall be the first item of business of the Appointments Panel.

### 23.4 Attendance by Councillors Who Are Not Members of the Panel

There is no provision for attendance by non-members.

### 23.5 Frequency of Meetings

Meetings of the Appointments Panel will be convened by the Managing Director, or the Monitoring Officer, as required.

### 23.6 Agenda

Prior to the meeting of the Panel, the Managing Director, or the Monitoring Officer, will circulate to all Members on the Panel the Agenda and Reports to be considered.

### 23.7 Proceedings

The Managing Director (or nominee) shall be the Clerk to the Committee, unless the matters discussed relate to the Managing Director's employment, in which case it shall be clerked by the Monitoring Officer.

The provisions of Schedule 12A of the Local Government Act 1972, as amended, in respect of exempt information will apply.

### 23.8 Functions

The Appointments Panel will deal with the appointment of Officers to posts at Head of Service level within the Authority, with the exception of the S.151 Officer and the Monitoring Officer.

To consider allegations relating to the conduct, capability, or breakdown of trust of the Chief Executive, the Section 151 Officer, and the Monitoring Officer.

### **23.9 Delegated Powers**

- (a) The Panel has delegated authority to appoint to a Head of Service level vacancy subject to complying with the Procedural Requirements set out in paragraph 6.1 of Annex 1 to the Scheme of Delegation.
- (b) To consider allegations relating the conduct, capability, or breakdown of trust of the Chief Executive, the Section 151 Officer, and the Monitoring Officer, and to take action in accordance with the Council's approved disciplinary procedure for these officers, including suspension, appointment of an Independent Investigator, and disciplinary action short of dismissal.
- (c) Suspend those employees in the posts of Head of Paid Service, Monitoring Officer and/or Section 151 Officer, whilst an investigation takes place into alleged misconduct. That suspension will be on full pay and last no longer than two months. The suspension periods may only be extended beyond two months following a decision by the Appointments Panel.

### **23.10 Other Matters**

Where not already provided for above, the Council Procedure Rules for the regulation of proceedings and business will apply.