

Section 23

Joint Appointments Committee and Investigatory & Disciplinary Committee

Joint Appointments Committee

23.1 Status

The Joint Appointments Committee is a joint committee of Cannock Chase District Council and Stafford Borough Council, established in accordance with Section 102(1)(b) of the Local Government Act 1972.

23.2 Functions

Appointment of Chief Officers:

- (i) Subject to (ii), below, to undertake and determine on behalf of the Councils all aspects of the process for the recruitment and selection of Joint Chief Officers, including final approval of the terms and conditions of employment (based on current provisions) for that post.
- (ii) The final decision as to the appointment of the Joint Chief Executive, Section 151 Officer, and Monitoring Officer, shall be reserved to full meetings of both Councils, and subject to no material or well-founded objection to the making of an offer of appointment being received by either Leader on behalf of their respective executives.

23.3 Delegations

The Joint Appointments Committee shall have delegated power to act on any matter within its terms of reference which may be lawfully delegated to it.

23.4 Frequency of Meetings

Meetings of the Committee will be convened by the Chief Executive, or the Monitoring Officer, as required.

23.5 Membership and Method of Appointment

The Joint Appointments Committee shall comprise of six Members, including the respective Leaders of both Councils, plus two Members appointed by Cannock Chase District Council and two Members by Stafford Borough Council.

Appointments shall be made in accordance with the Local Government (Committees and Political Groups) Regulations 1990.

23.6 Quorum

The quorum of the Joint Appointments Committee shall be 3 Members (subject to each Council being represented at a meeting by at least 1 Member).

23.7 Host Chair

The Joint Appointments Committee shall be chaired by the Leader of the council (or substitute executive member) who will act as the employer of the relevant Chief Officer.

23.8 Substitutes

Substitutes shall be allowed as notified in advance by the relevant Group Leader, provided that there must be at least 1 member of the Executive of each Council present.

23.9 Voting

Any matter will be decided by a simple majority of those Members of the Joint Appointments Committee present and voting at the time the question was put. A vote shall be taken either by show of hands, or, if there is no dissent, by the affirmation of the meeting. In the event of a tie in voting, the Host Chair will have a second and casting vote.

Investigatory and Disciplinary Committee

23.10 Status

The Investigatory and Disciplinary Committee is a committee of the Council with the purpose of considering allegations relating to the conduct, capability, or breakdown of trust of the Chief Executive, S.151 Officer and the Monitoring Officer.

23.11 Membership and Method of Appointment

The Council will appoint the membership to the Investigatory and Disciplinary Committee which will include at least one Cabinet Member.

23.12 Chair

The appointment, by election, of the Chair of the Investigatory and Disciplinary Committee amongst those Members present shall be the first item of business of the Investigatory and Disciplinary Committee.

23.13 Attendance by Councillors Who Are Not Members of the Panel

There is no provision for attendance by non-members.

23.14 Frequency of Meetings

Meetings of the Investigatory and Disciplinary Committee will be convened by the Chief Executive, or the Monitoring Officer, as required.

23.15 Agenda

Prior to the meeting of the Committee, the Chief Executive, or the Monitoring Officer, will circulate to all Members on the Committee the Agenda and Reports to be considered.

23.16 Functions

The Investigatory and Disciplinary Committee will consider allegations relating to the conduct, capability, or breakdown of trust of the Chief Executive, the Section 151 Officer, and the Monitoring Officer.

23.17 Delegated Powers

- (a) 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.
- (b) 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 Investigatory and Disciplinary Committee.