

**To the Chair and Members of the  
CHIEF OFFICERS APPOINTMENTS AND CONDITIONS OF SERVICE  
COMMITTEE**

**TERMS OF REFERENCE FOR THE CHIEF OFFICERS' APPOINTMENTS  
AND CONDITIONS OF SERVICE COMMITTEE**

**EXECUTIVE SUMMARY**

1. The purpose of this report is to inform Members of the Terms of Reference for the Chief Officers' Appointments and Conditions of Service Committee.

**RECOMMENDATION**

2. The Committee is requested to note the Terms of Reference of the Chief Officers' Appointments and Conditions of Service Committee as approved at Annual Council on 19th June 2009.

**BACKGROUND**

3. At the Annual Council meeting on 19th June 2009, the Council approved the Terms of Reference for all Committees and Sub-Committees of the Council, including those for the Chief Officers' Appointments and Conditions of Service Committee, which incorporated the following revisions:-
  - (i) Paragraph (i) - the levels do not need to be referred to as it is clear who Chief Officers are. Paragraph (ii) – this provides more clarity and is consistent with changes made to the Terms of Reference for other Committees. Paragraph (iii) – is an addition to the Committee's terms of reference which transfers the former delegation point (viii) from the Chief Officers' Investigatory Sub-Committee's terms of reference, to this Committee, which has been amended to clarify the three Statutory Officers that it is applicable to (i.e. the Head of the Paid Service, Monitoring Officer and Section 151 Officer).
4. A copy of the Terms of Reference for the Chief Officers' Appointments and Conditions of Service Committee are attached at Appendix A.

## **OPTIONS CONSIDERED AND RECOMMENDED OPTION**

5. In order to discharge its functions effectively, the Committee is required to operate within an agreed Terms of Reference.

## **IMPACT ON THE COUNCIL'S KEY OBJECTIVES**

6. This report does not have any direct impact on any of the Council's Key Objectives.

## **RISKS AND ASSUMPTIONS**

7. There are no identified risks associated with this report.

## **CONSULTATION**

8. The Council is responsible for the appointment of Members to Committees for the discharge of Council functions.

## **LEGAL IMPLICATIONS**

9. Section 101(1) of the Local Government Act 1972 states that a local authority may arrange for the discharge of any of their functions by a committee, a sub-committee or an officer of the authority. Section 102(1) of the Act provides for the purpose of discharging any function in pursuance of arrangements made under Section 101, a local authority may appoint a committee or a sub-committee of the authority.

## **FINANCIAL IMPLICATIONS**

10. Any costs arising from the function and operation of the above Committee will be contained within existing budgets.

## **CONTACT OFFICER AND REPORT AUTHOR**

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## **BACKGROUND PAPERS**

Report to Annual Council 19th June 2009 – Review of Committees' and Sub-Committees' Terms of Reference for 2009/10

**Kay Leigh**  
**Director of People and Performance Improvement**

## APPENDIX A

### CHIEF OFFICERS' APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE

This Committee is a Committee of the Council constituted under Sections 101 and 102 of the Local Government Act 1972.

1. To exercise the Full Council's functions under Part 3 and the Employment Procedure Rules of this Constitution in respect of:-
  - i. Appointment of Chief Officers.
  - ii. To discharge the functions relating exclusively to the national and local terms and conditions of service in respect of Chief Officers.
  - iii. To compromise any claims or agree terms for the settlement of any disputes arising as between the Head of Paid Service, Monitoring Officer, Section 151 Officer and the Council.