

Revised terms of reference for the Officer Appointments Committee and terms of reference for the Independent Panel

Officer Appointments Committee

1. Membership and Meeting Arrangements
 - 1.1 Membership of the Committee shall comprise:
 - a) six Members of the Authority.
 - b) The Council's Independent Persons, if they agree to be part of the Committee when the Committee is considering dismissal of the s.151 Officer or Monitoring Officer
 - 1.2 In addition, two substitute Members of the authority will be appointed.
 - 1.3 The Committee will be appointed annually by the Council and will be politically balanced. If the Council's Annual Meeting is cancelled, deferred or delayed, the Committee shall continue to serve until they are re-appointed by the Council.
 - 1.4 Any Member of the Council can serve on the Committee provided that they are not also a Member of the Officer Appeals Committee.
 - 1.5 The Committee's membership must include at least one Member of the Cabinet.
 - 1.6 The Committee will appoint its own Chair and Vice Chair.
 - 1.7 The Committee will meet on an ad hoc basis as required.
 - 1.8 Voting will be undertaken by a show of hands. All members of the Committee, including the Independent Persons, shall have equal voting rights
2. Functions/Remit
 - 2.1 To deal with the appointment, discipline and termination of employment of the Head of Paid Service and Strategic Directors of the West Suffolk Council in accordance with the Officer Employment Procedure Rules
 - 2.2 Where the Committee is considering dismissal of the Head of Paid Service, they are obligated to consider the views and findings of the Independent Panel

Independent Panel

1. Membership and Meeting Arrangements

- 1.1 Membership shall consist of the Council's at least two Independent Persons appointed for the purpose of s.28(7) of the Localism Act 2011
- 1.2 If the Independent Persons appointed by West Suffolk Council are unable to participate, then any Independent Person appointed by any other Council for the purpose of s.28(7) of the Localism Act 2011 shall be invited to join the Panel so that it comprises of at least two Independent Persons.
- 1.3 The Panel shall meet on an ad-hoc basis as required and may elect to undertake its meetings in a manner it considers appropriate for the discharging of its functions

2. Function / Remit

- 2.1 The function of the Independent Panel shall be to consider dismissal proceedings against the Head of Paid Service. They shall be obligated to consider the findings of an investigator and reach a conclusion on the matters raised. Their conclusions shall be reported to the Officer Appointments Committee.