

## **Appendix D**

### **11. STAFFING AND APPEALS COMMITTEE**

#### **Membership**

Eleven members of the Council. The Chairman/woman and Vice-Chairman/woman of the Committee shall be selected and appointed by the Staffing and Appeals Committee.

When determining the remuneration policy for Cambridgeshire County Council employees, the Committee shall be advised by the Head of Paid Service and the LGSS: Director of People, Transformation and Transactions, or their nominees. The Committee may, having sought the advice of the LGSS Director of People, Transformation and Transactions, choose to be advised by an external independent adviser.

N.B. The Chairman/woman of the Committee shall be authorised to approve the co-option of representatives from partner agencies onto the Committee in a non-voting capacity, where this is considered relevant to the appointment being made.

#### **Summary of Functions**

The Committee has delegated authority to exercise the Council's functions in respect of all matters, save those otherwise reserved to other bodies, relating to the employment of the Council's officers and contractors including determining the terms and conditions of employment and hearing disciplinary appeals.

<b>Delegated Authority</b>	<b>Delegation/ Condition</b>
Authority to determine the policy regarding the remuneration of Statutory and Non-Statutory Chief Officers (including Deputies) of Cambridgeshire County Council; and to implement and make decisions pursuant to and in accordance with that policy	Subject to the approval of Full Council where required
Authority to undertake the selection of and to appoint Statutory and Non-Statutory Chief/Deputy Chief Officers in accordance with Officer Employment Procedure Rules  For the avoidance of doubt the term Statutory and Non- Statutory Chief /Deputy Chief Officers has the same meaning as that contained in S.2 (6), (7) and (8) of the Local Government and Housing Act 1989	Subject to the approval of Full Council where required
Authority for making arrangements with other authorities for the placing of staff at the disposal of those authorities. (S.113 LGA 1972)	Chief Executive and Directors
Authority for the approval of pay, terms and conditions of service and training of employees except for approving the annual Senior Officer Pay Policy Statement which is reserved to the Full Council	Chief Executive
Authority for oversight of the Council's functions in connection with employee relations including arrangements for consultation/ negotiation with Trades Unions	



**The Constitution**

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<b>Delegated Authority</b>	<b>Delegation/ Condition</b>
Authority to approve proposals from the Head of Paid Service in relation to the overall staffing structure/restructure of the Council	Chief Executive
Authority to oversee the work of the Service Appeals Sub-Committee and consider any matters put to them by the Service Appeals Sub-Committee	

## 11.1 SERVICE APPEALS SUB-COMMITTEE

The Staffing and Appeals Committee shall establish Service Appeals Sub-Committees as required with the following membership and powers:

### Membership

Any three members (including substitutes) of the Staffing and Appeals Committee, subject to political proportionality.

The Monitoring Officer in consultation with the Chairman/woman of the Staffing and Appeals Committee shall make arrangements for convening the sub-committee including invitation of Members to form the Service Appeals Sub-Committee as and when required.

### Overview of Functions

The Sub-Committee has delegated authority to hear and determine all appeals arising in relation to decisions made by the County Council in the course of its activities other than those undertaken by another body. The remit of the Sub-Committee includes appeals by staff against disciplinary and grievance decisions and by service users.

Delegated Authority	Delegation/ Condition
Authority to determine appeals against the non-payment of discretionary awards to students	
Authority to determine complaints about curriculum and related matters under the terms of Section 409 of the Education Act 1996	
Authority to determine appeals against decisions not to provide free or subsidised home to school or college transport	
Authority to consider appeals in relation to the licensing of approved premises for marriages and other civil ceremonies	
Authority to discharge the guardianship provisions under the Mental Health Act 1983	
Authority to determine appeals against decisions of the Authority to remove a person from acting as the Local Authority's representative on the governing body of a school or other educational establishment	
Authority to determine appeals against dismissal on the grounds of discipline, work performance, absence, statutory ban or some other substantial reason (SOSR).	
<del>Authority to determine grievances under the Council's grievance procedures</del>	
Authority to determine proceedings in relation to teachers for dismissal for any reason	



**The Constitution**

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To determine appeals by teachers against dismissal for any reason and against formal disciplinary warnings issued by designated officers	