

## 11. Staffing and Appeals Committee

### Membership

Nine members of the Council. The Chair and Vice-Chair of the Staffing and Appeals 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 Chief Executive and the Assistant Director, HR Services, or their nominees. The committee may, having sought the advice of the Assistant Director, HR Services, choose to be advised by an external independent adviser.

N.B. The Chair of the Staffing and Appeals Committee shall be authorised to approve the co-optation 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.

Delegated Authority	Delegation/ Condition
<p>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.</p> <p>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.</p>	Subject to the approval of Full Council where required
Authority to undertake the selection of and to appoint statutory officers and executive directors in accordance with the Council's Officer Employment Procedure Rules.	Subject to the approval of Full Council where required
Authority to consider appeals against disciplinary sanctions short of dismissal in relation to the Chief Executive, Monitoring Officer or Section 151 Officer as detailed in the Disciplinary Procedure for Statutory Officers.	

Authority to act as an Independent Panel to advise Council in the event of a recommendation from the Service Appeals Sub-Committee acting as the Investigating and Disciplinary Committee (IDC) to dismiss a relevant officer.	
Authority to co-opt two Independent Persons, including if appropriate appointed by other local authorities, to the Independent Panel to advise Council in the event of a recommendation from the Service Appeals Sub-Committee acting as the Investigating and Disciplinary Committee (IDC) to dismiss a relevant officer.	
Authority for making arrangements with other authorities for the placing of staff at the disposal of those authorities.  (Section 113 of the Local Government Act 1972).	Chief Executive and executive 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 to recommend to Council the Chief Officer Pay Policy Statement.	
Authority for oversight of the Council's functions in connection with employee relations including arrangements for consultation/ negotiation with trades unions.	
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 service appeals sub-committees 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 Chair of the Staffing and Appeals Committee, shall make arrangements for convening the sub-committee including invitation of members to form a service appeals sub-committee as and when required.

### Summary of Functions

A service appeals 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 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 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.	

<p>Authority to act as Investigating and Disciplinary Committee (IDC) to consider and disciplinary issues in relation to the Chief Executive, Monitoring Officer or Section 151 Officer as detailed in the Disciplinary Procedure for Statutory Officers, including responsibility for the suspension of “the relevant officers” where deemed appropriate or necessary. No member of a Service Appeals Sub-Committee acting as an IDC may be a member of the Staffing and Appeals Committee acting as an Appeals Committee or Independent Panel.</p>	
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