

# Agenda

## **Appointments and Conditions of Service Committee**

Date: **Wednesday 4 October 2023**

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Time: **9.30 am**

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Place: **Council Chamber**

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For any further information please contact:

**Democratic Services**

[committees@gedling.gov.uk](mailto:committees@gedling.gov.uk)

0115 901 3844

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# Appointments and Conditions of Service Committee

## Membership

<b>Chair</b>	Councillor John Clarke
<b>Vice-Chair</b>	Councillor Michael Payne
	Councillor Michael Adams
	Councillor Paul Hughes
	Councillor Jenny Hollingsworth
	Councillor Marje Paling
	Councillor Viv McCrossen

### **WEBCASTING NOTICE**

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### **Responsibility of committee:**

- 1) To conduct the process of appointment, dismissal or taking disciplinary action in respect of the Chief Executive and Head of Paid Service and make recommendations to full Council in relation to appointment and dismissal.
- 2) Power to suspend the Chief Executive pending an investigation and to appoint an independent investigator to conduct an investigation in relation to allegations concerning the Chief Executive.
- 3) To determine appropriate disciplinary action, short of dismissal, in respect of the Head of Paid Service.
- 4) To appoint Statutory Chief Officers and non-Statutory Chief Officers.
- 5) To dismiss or take disciplinary action in respect of Chief Officers, other than the Head of Paid Service, Monitoring Officer or Chief Financial Officer.
- 6) To conduct the process of dismissal or taking disciplinary action in respect of the Monitoring Officer or Chief Financial Officer. To determine appropriate disciplinary action, short of dismissal, and make recommendations to full Council in relation to dismissal.
- 7) To approve corporate employment policies which form the terms and conditions of Council employees and determine the standard terms and conditions on which employees hold office including procedures for disciplinary action and dismissal.
- 8) To appoint Proper Officers, other than where such appointment is reserved to full Council.

- 9) To designate an Officer as Chief Financial Officer.
- 10) To designate an Officer as Head of Paid Service and to ensure the provision of sufficient staff and other resources.
- 11) To designate an Officer as Monitoring Officer and to ensure the provision of sufficient staff and other resources.
- 12) To provide staff and other resources to a person nominated by the Monitoring Officer.
- 13) To approve any proposals for significant restructuring of the Council's management structure proposed by the Chief Executive.
- 14) To approve any proposals from the Chief Executive for any changes to salary levels (including ranges of salaries) for the Chief Executive and Chief Officers.

## **AGENDA**

**Page**

- 1 Apologies for absence**
- 2 To approve, as a correct record, the minutes of the meeting held on 2 August 2023** 5 - 6
- 3 Declaration of interests**
- 4 Exclusion of the public and press**  
To move that under Section 100(A)(4) of the Local Government Act 1972 the public and press be excluded from the meeting during consideration of the ensuing reports on the grounds that the report involves the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972.
- 5 Review of Gifts and Hospitality Code of Practice for Members and Officers** 7 - 15  
Report of the Monitoring Officer
- 6 Selection to the post of Head of Finance and ICT** 17 - 69  
Report of the Head of HR, Performance and Service Planning
- 7 Any other item which the Chair considers urgent**