

GUILDFORD BOROUGH COUNCIL AND WAVERLEY BOROUGH COUNCIL
JOINT ~~APPOINTMENTS SENIOR STAFF~~ COMMITTEE
~~COMPOSITION AND TERMS OF REFERENCE~~

This Joint Senior Staff Committee is to be established in accordance with Section 102 (1) (b) of the Local Government Act 1972 (Appointment of committees).

1.0 MEMBERS:-6

The Joint ~~Appointments Senior Staff~~ Committee shall comprise 6 members, being the respective Leaders of ~~each~~both ~~C~~ecouncils plus two members appointed by Guildford Borough Council (one of whom shall be the Leader of the principal Opposition Group) and two members appointed by Waverley Borough Council (one of whom ~~shall be~~ will be the Leader of ~~the principal~~Waverley's Principal Opposition Group). The Committee shall be politically balanced for each Council in accordance with the provisions of the Local Government and Housing Act 1989.

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2.0 APPOINTMENT

Appointments shall be made in accordance with the Local Government (Committees and Political Groups) Regulations 1990.

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3.0 QUORUM:

The quorum for a meeting of the Joint Senior Staff Committee shall be 3 members (subject to each ~~C~~ecouncil being represented at any meeting by at least 1 member)

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4.0 PLACE TIME & LOCATION OF MEETINGS:

The venue and commencement time for meetings of the Joint ~~Appointments Senior Staff~~ Committee shall be determined by the Joint Monitoring Officer in consultation with the Leader of each Council, and shall normally alternate between the Civic Office of each two ~~C~~ecouncils, with the host Leader chairing the meeting. The venue for the first meeting shall be at Waverley Borough Council offices

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5.0 CHAIRMAN

The Joint Appointments Senior Staff Committee shall be chaired by the Leader of the Council at whose civic office the meeting is held, alternately between the councils by their respective Leaders. In their absence the meeting will be chaired by the Leader of the Council not hosting the meeting. In the absence of both Leaders, the chair will be elected by the meeting on the basis of a majority vote.

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APPENDIX 3

6.0 VOTING

Decisions of the Joint Senior Staff Committee shall be made by a majority vote of those members present and voting. A vote will be taken either by way of a show of hands or by electronic means. The Chairman shall have no second or casting vote. In circumstances where a majority decision cannot be made by the Joint Senior Staff Committee, the delegation of powers and function to the Committee, relating to that decision, will immediately cease. Any such decision will be referred to each Council for determination.

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7.0 GENERAL ROLE:

Adopting and exercising such of the functions of Guildford Borough Council and Waverley Borough Council ("the Councils") as can be delegated by those Councils in respect of the appointment and disciplinary action relating to the Councils' Joint Chief Executive, Joint Chief Officers and Joint Deputy Chief Officers of the Councils' Joint Chief Executive/Head of Paid Service and any Joint Statutory Officer and Director posts as provided for by are covered by the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended) or any successor regulations.

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8.0 FREQUENCY OF MEETINGS

Meetings will be arranged by the Joint Monitoring Officer in consultation with the Leader of each Council, on such occasions as is necessary to determine any business within its terms of reference.:- As and when required

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9.0 SUBSTITUTE MEMBERS:

In the event of an appointed Councillor being unable to attend any meeting of the Joint Senior Staff Committee, the relevant Political Group Leader may appoint a Substitute Member, from the same Council, provided that prior written notice of such substitution is given to the Monitoring Officer by 5pm the working day prior to the meeting. Substitutes may be appointed. Guildford Borough Council may appoint two substitute members. Waverley Borough Council may appoint two substitute members, with one being nominated by the Leader of the council, and one nominated by the Leader of Waverley's Principal Opposition Group.

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10.0 DELEGATION

The Joint Senior Staff Committee may arrange for the discharge of their functions by an Officer and in doing so will set out clearly any limits upon such delegation.

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11.0 WORKING GROUPS

The Joint Senior Staff Committee may establish working groups to assist them in their work and in doing so will set clear terms of reference for them. Such working groups shall not be decision-making bodies.

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12.0 SUB-COMMITTEES

The Joint Senior Staff Committee may establish sub-committees consisting solely of the Members of one Council, to consider matters relating to that Council.

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13.0 OFFICER EMPLOYMENT PROCEDURE RULES

The Joint Senior Staff Committee shall operate in compliance with the Officer Employment Procedure Rules adopted by each Council into their Constitution.

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14.0 FUNCTIONS AND RESPONSIBILITIESROLE AND FUNCTION:

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Appointment of 11.1 Joint Chief Executive/Head of Paid Service

- (i) Subject to (ii) below, to undertake and determine on behalf of the Councils all aspects of the process for the recruitment and selection of the Joint Chief Executive/Head of Paid Service, including final approval of the terms and conditions of employment (based on current provisions) for that post.
- (ii) The final decision as to the appointment of the joint Chief Executive/Head of Paid Service shall be reserved to ~~full meetings of both each C~~ouncils, and subject to no material or well-founded objection to the making of an offer of appointment being received by ~~either the~~ Leader of either Council on behalf of their respective Executives.
- (iii) To determine pension discretions relating to the Joint Chief Executive/ Head of Paid Service.
- (iv) To consider any financial settlement of an affected employee who is unsuccessful in respect of the selection of the Joint Chief Executive/Head of Paid Service, and to make recommendations as appropriate for formal approval by each Council.
- (v) To confirm into post, or otherwise, the successful candidate following any probationary or trial period.

APPENDIX 3

(vi) To be responsible for ad-hoc employment matters affecting the Joint Chief Executive/Head of Paid Service post, including consideration and determination of any 'cost of living' pay award.

(vii) To be responsible, subject to viii) below for any disciplinary action regarding the Joint Chief Executive / Head of Paid Service.

(vii)(viii) The final decision to dismiss the Joint Chief Executive / Head of Paid Service shall be reserved to each Council and shall be subject to no material or well-founded objection to the proposed dismissal being received by the Leader of either Council on behalf of their respective Executives.

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Appointment of any-11.2 Joint Statutory Officer¹ posts

- (i) Subject to (ii) below, to undertake and determine on behalf of the Councils all aspects of the process of recruitment and selection for the appointment of any Joint Statutory Officer post~~s~~
- (ii) The final decision as to the appointment of any Joint Statutory Officer posts shall be reserved to full meetings of both each Councils and, where the provisions of Part II of Schedule 2 to the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended) apply to any such appointment, subject to no material or well-founded objection to the making of an offer of appointment being received by either the Leader of either Council on behalf of their respective Executives
- (iii) To determine pension discretions relating to any Joint Statutory Officer posts.
- (iv) To consider any financial settlement of an affected employee who is unsuccessful in respect of the selection of any Joint Statutory Officer posts, and where necessary to make recommendations as appropriate for formal approval by each Council.
- (v) To be responsible for ad-hoc employment matters affecting any Joint Statutory Officer posts.

¹ Section 151/Chief Finance Officer and Monitoring Officer

(vi) To be responsible, subject to vii) below, for any disciplinary action regarding any Joint Statutory Officer.

(vii) The final decision to dismiss any Joint Statutory Officer shall be reserved to each Council and shall be subject to no material or well-founded objection to the proposed dismissal being received by the Leader of either Council on behalf of their respective Executives.

Appointment of any 11.3 Joint Strategic Directors

- (i) Subject to (ii) below, to undertake and determine on behalf of the Councils all aspects of the process for the appointment of any Joint Strategic Director_s
- (ii) The appointment of any Joint Strategic Directors shall be subject to no material or well-founded objection to the making of an offer of appointment being received by either the Leader of either Council on behalf of their respective Executives.
- (iii) To determine pension discretions relating to any Joint Strategic Director_s
- (iv) To consider any financial settlement of an affected employee who is unsuccessful in respect of the selection and appointment of any Joint Strategic Directors, and where necessary to make recommendations as appropriate for formal approval by each Council.

v) To be responsible for ad-hoc employment matters affecting any Joint Strategic Director post_s

To be responsible, subject to vii) below, for any disciplinary action regarding any Joint Strategic Director.

(vii) The dismissal of any Joint Strategic Director shall be subject to no material or well-founded objection to the proposed dismissal being received by the Leader of either Council on behalf of their respective Executives.

15.0 SERVICING THE JOINT SENIOR STAFF APPOINTMENTS COMMITTEE:

The Joint Senior Staff Appointments Committee shall be serviced by staff as agreed between the Democratic Services Managers of each Council. ~~committee staff from the council hosting the relevant meeting.~~

The Joint Senior Staff Committee will be supported by professional advisors including legal advisors or human resources advisors as appropriate. The views of such advisors must be taken into account.

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**16.0 MEETINGS OF THE JOINT APPOINTMENTS SENIOR STAFF COMMITTEE
SHALL BE CONDUCTED IN ACCORDANCE WITH THE FOLLOWING PROCEDURE:**

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1. A meeting of the Joint Appointments Senior Staff Committee shall be summoned by the Joint Monitoring Officer ~~relevant officer of the Council hosting the meeting~~ who shall give a minimum of five clear working days' notice (or less in the case of urgency).
2. Meetings of the Joint Appointments Senior Staff Committee shall be held in public except in so far as the matters for decision relate to issues which can be dealt with in private in accordance with Section 100A (4) and (5) of the Local Government Act 1972 (as amended) and the Committee resolve to exclude the public.

~~3- The Joint Appointments Committee shall have no function or power delegated to it in any circumstance where a majority decision cannot be made without the need for the chairman or person presiding having to exercise their second or casting vote~~

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4.3. The order of business at meetings of the Joint Appointments Senior Staff Committee shall include the following:

- (a) Apologies for Absence and Substitute Members;
- (b) Disclosures-Declarations of Interests;
- (c) Agreement and aAdoption of the Minutes of the previous meeting;
- (d) Matters set out in the agenda for the meeting;
- (e) Matters not set out in the agenda for the meeting but which the chairman agrees pursuant to Section 100B (4) (b) of the Local Government Act 1972 (as amended) should be considered at the meeting as a matter of urgency.

5.4. ~~Any matter will be decided by a simple majority of those members of the Joint Appointments Committee present and voting at the time the question was put. A vote shall be taken either by show of hands or, if there is no dissent, by the affirmation of the meeting~~