



**Surrey Heath Borough Council**  
Surrey Heath House  
Knoll Road  
Camberley  
Surrey GU15 3HD  
Telephone: (01276) 707100  
Facsimile: (01276) 707177  
DX: 32722 Camberley  
Web Site: [www.surreyheath.gov.uk](http://www.surreyheath.gov.uk)

**Division:** Corporate  
**Please ask for:** Rachel Whillis  
**Direct Tel:** 01276 707319  
**E-Mail:** [democratic.services@surreyheath.gov.uk](mailto:democratic.services@surreyheath.gov.uk)

---

To: All Members of the **COUNCIL**

The following papers have been added to the agenda for the above meeting.

Yours sincerely

Karen Whelan

Chief Executive

---

#### **SUPPLEMENTARY PAPERS**

	<b>Pages</b>
<b>9. Governance Working Group</b>	<b>3 - 6</b>
Revised annexes as follows:	
Annex B – additional item included in the Employment Committee's Terms of Reference	
Annex D – correction made to delegation number 1 for the Executive Head of Corporate.	

This page is intentionally left blank

Employment Committee

1. To agree amendments to Terms and Conditions of Employment for Staff and Human Resources policies, as referred by the Joint Staff Consultative Group.
2. To recommend the annual staff pay award to the Council.
3. In accordance with the procedures at Part 4, Section J of the Constitution, to oversee any disciplinary allegations regarding disciplinary matters relating to the Statutory Officers of the Council, namely the Head of Paid Service, Monitoring Officer, and Chief Finance Officer (Section 151 Officer), or any grievances raised by or against a Statutory Officer.
4. To set the Terms of Reference for an Independent Investigation as relevant.
5. To receive any reports from the Independent Investigator and refer any matters to a Hearing Sub Committee, as appropriate.
6. To decide whether to suspend a Statutory Officer.
7. To make recommendations to the Council for any mutually agreed departures for a Statutory Officer.
8. To undertake any review of the remuneration for the Head of Paid Service including, where relevant, incremental progression, or any payments in accordance with the Exceptional Payments Policy, and make any relevant recommendations to the Council.
9. To review all appraisals for the Head of Paid Service.
- 10. In the absence of the Head of Paid Service, to make any decisions on payments to senior officers (Tier 2 officers) in accordance with the Exceptional Payments Policy.**

Appointments Sub Committee

1. This Sub Committee is a sub-committee of the Employment Committee, to be made up of 5 members of the Employment Committee, to be appointed by the Executive Head of Corporate.
2. To shortlist and interview candidates for the post of Chief Executive and to make recommendations to Council.
3. To interview and appoint staff to the posts of Executive Head of Service and Head of Service.
4. To recommend the appointment of the Head of Paid Service, the Monitoring Officer and the Section 151 Officer.

5. To interview applicants for the role of Independent Person and to make recommendations as to the appointment to Council in accordance with Section 28 of the Localism Act 2011.

Hearing Sub Committee

1. This Sub Committee is a sub-committee of the Employment Committee, to be made up of 3 members of the Employment Committee, to be appointed by the Executive Head of Corporate.
2. To appoint an Independent Investigator to investigate any grievances or allegations of misconduct against any Statutory Officer or any grievances against a Statutory Officer and commission reports from an Independent Investigator.
3. To hear and determine any grievance or disciplinary matters relating to a Statutory Officer.
4. Where the disciplinary action proposes dismissal, to refer the decision to an Independent Panel and the Council.
5. To hear any grievance or disciplinary matters against an Executive Head of Service or Head of Service, as referred by the Head of Paid Service.
6. To hear and determine any grievance raised by or against a Statutory Officer.

Appeals Sub Committee

1. This Sub Committee is a sub-committee of the Employment Committee to be made up of 3 members of the Employment Committee, to be appointed by the Executive Head of Corporate.
2. To hear and determine any appeals made by a Statutory Officer in respect of any disciplinary action taken against them by the Council, with the exception of where the Council has made a decision to dismiss that officer.
3. To hear and determine any appeal regarding disciplinary action taken against any Executive Head or Head of Service.
4. To hear and determine any appeal relating to a grievance raised by or against a Statutory Officer or an Executive Head of Service or Head of Service.

Independent Panel

1. To review any recommendations to dismiss a Statutory Officer and compile a recommendation to the Full Council in respect of this decision.

## PART 3 – RESPONSIBILITIES FOR FUNCTIONS

### SECTION B

#### SCHEME OF DELEGATION OF FUNCTIONS TO OFFICERS (extract)

##### Head of Paid Service

	Authority	Function
1.	<p>To make all decisions in relation to Human Resources functions in accordance with the Council's Policies and within budgetary provision, except (a), (b), (c), <u>and</u> (d), <del>and (e)</del> below which are reserved to Full Council, <u>(e) which is reserved to the Employment Committee</u>, and (f) which is reserved to the Appointments <u>Sub</u> Committee:</p> <p>(a) the appointment of the Chief Executive and the statutory posts;</p> <p><del>(b) amendments to Terms and Conditions of Employment for Staff and Human Resources Policies where there are additional budget implications or where there is no unanimous decision by the Joint Staff Consultative Group;</del></p> <p><del>(c)(b)</del> the adoption of the annual Pay Policy Statement;</p> <p><del>(d)(c)</del> the approval of and amendments to the Pension Policy Statement;</p> <p><del>(e)(d)</del> the settlement of any staff pay award;</p> <p><u>(e) amendments to Terms and Conditions of Employment for Staff and Human Resources Policies; and</u></p> <p>(f) the appointment of Executive Heads <u>and Heads of Service</u>.</p>	Non-executive

##### The Monitoring Officer

	Authority	Function
2.	To appoint members to the <del>Hearing Standards</del> Sub Committee from the membership of the Audit and Standards Committee.	Non Executive

## Executive Head of Corporate

### Members Meetings and the Constitution

	Authority	After Consultation with	Function
1.	<u>To appoint members to the Appointments Sub Committee from the membership of the Employment Committee</u>	<u>Chairman of the Employment Committee</u>	<u>Non-executive</u>
2.	<u>To appoint members to the Hearing Sub Committee from the membership of the Employment Committee</u>	<u>Chairman of the Employment Committee</u>	Non-executive
3.	<u>To appoint members to the Appeals Sub Committee from the membership of the Employment Committee</u>	<u>Chairman of the Employment Committee</u>	Non-executive
4.	<u>To appoint Independent Panel members, when required, in accordance with the provisions at Part 4, Section J of the Constitution</u>	<u>Chairman of the Employment Committee</u>	Non-executive

## Executive Head of Transformation

### Human Resources

	Authority	After Consultation with	Function
	<u>To suspend a Statutory Officer at short notice in accordance with the provisions set out at Part 4, Section J of the Constitution</u>	<u>Chairman of the Employment Committee</u>	Non-executive