

A3 APPENDIX F

Part 3 Delegated Powers - Schedule 2 Responsibility for Council (Non-Executive) Functions

Committee	Functions and Terms of Reference	Delegated Functions
Human Resources Sub-Committee	<ol style="list-style-type: none"> 1. Forms part of the recruitment, dismissal and disciplinary process for the appointment of Senior Officers, which includes the following posts: <ul style="list-style-type: none"> • Chief Executive; • Section 151 Officer; • Monitoring Officer; • Chief Officers (Deputy Chief Executive/ Corporate Directors); and • All Deputy Chief Officers (Heads of Service) 2. Form a panel to undertake interview of applicants for Senior Officer posts who have successfully been shortlisted and undertaken necessary technical interviews and assessments. 3. The Panel will be comprised of 3 members normally consisting of: <ul style="list-style-type: none"> • a member of Cabinet being the relevant Portfolio Holder for the service concerned a Portfolio Holder, as determined by the Leader of the Council. (unless that Portfolio Holder requires the The Leader will have the right to appoint a substitute for them the Portfolio Holder because if they will be unable to attend or if otherwise necessary); • Chairman or Vice-Chairman of the Human Resources Committee; and • a named committee member from an a political group that is not represented on the Cabinet 4. The Panel must take into account the views and professional advice given by the relevant officers before an offer of appointment can be made. 5. The Panel will notify the Head of People, Performance and Projects of the name of the person to whom the post is to be offered and any other matter relevant to the appointment. 	<p>Head of People, Performance and Projects:</p> <ul style="list-style-type: none"> • Notify all members of Cabinet of the name of the person to whom the post is to be offered and any other matter relevant to the appointment.

	<p>6. The Panel will determine whether any objection received from Cabinet through the Leader is valid and the offer of appointment should be made.</p> <p>7. In the case of the Chief Executive and Monitoring Officer, the Panel will recommend to Council to approve the appointment before an offer is made.</p>	<ul style="list-style-type: none">• Receive any objection from Cabinet through the Leader to the appointment within the 3 day period for objections.
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