

Section 3C - Council Committees and Other Bodies

Annex 1

9 Staffing Matters and Urgency Committee

9.1 The Staffing Matters & Urgency Committee is a formally constituted, politically proportionate committee of Council which may undertake all non-executive functions relating to staffing matters and all non-executive functions in case of emergency.

9.2 Delegations to the Staffing Matters & Urgency Committee:

No.	Delegated authority	Conditions
	Staffing Matters	
1	The Committee is empowered to exercise all functions of Full Council concerning Staffing Matters, (other than those which by law are reserved to Full Council), including but not limited to matters under S.112 of the Local Govt. Act 1972.	
2	For the avoidance of doubt this shall include the following:- (a) To arrange for the conduct of or conduct the recruitment and selection process in respect of:- (i) The Head of Paid Service. NB this appointment is subject to Full Council approval (ii) Directors (iii) Assistant Directors	

	<p>(b) In conducting its recruitment functions the Committee may establish Chief Officer Appointment sub-committees of no less than three elected Members including at least one Member of the Executive.</p> <p>(c) To arrange for the conduct of or conduct disciplinary proceedings in respect of:</p> <ul style="list-style-type: none"> (i) The Head of Paid Service, Section 151 Officer, Monitoring Officer. NB any decision to dismiss is subject to Full Council approval (ii) Directors (iii) Assistant Directors <p>(d) In conducting its disciplinary functions the Committee may establish Disciplinary Sub committees of no less than three elected Members including at least one Member of the Executive and may in respect of proposed disciplinary action against the Head of Paid Service, Section 151 Officer or Monitoring Officer establish the Panel required by schedule 3 of the Local Authorities (Standing Orders) (England) Regulations 2001.</p>	
	Urgency	
3	The committee is empowered to authorise all non-executive functions (other than those which must, by law, be exercised by Full Council), in circumstances of urgency, where it is necessary to obtain a decision on any matter without delay.	

4	In relation to any urgent matter, which involves the exercise of Executive functions, the Committee shall act in an advisory capacity to the Executive Leader or his or her substitute Executive Member, who shall have regard to the advice when exercising the relevant function.	Subject to legal requirements for taking an urgent Executive decision.
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9.3 For the purposes of determining whether the Urgency Committee ought to exercise the above delegations a decision is regarded as urgent if it cannot reasonably be deferred to the next available Council, Executive or Committee for determination and any such delay is likely to seriously prejudice the Council's or the public's interests.

10 Customer & Corporate Services Scrutiny Management Committee

10.1 The functions of the Customer & Corporate Services Scrutiny Management Committee are:

No.	Delegated authority	Conditions
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1	<p>To oversee and co-ordinate the work of the Scrutiny Committees.</p> <p>This will include:</p> <ul style="list-style-type: none"> • Allocating responsibility for issues which fall between more than one Overview & Scrutiny Committee; • Allocating, in consultation with the Chair/Vice-Chair, urgent issues to be considered by an appropriate committee (including an ad-hoc scrutiny committee), as may be necessary; • Reviewing progress against the work plans of the Overview & Scrutiny Committees, as may be necessary and receiving bi-annual updates from Chairs of those scrutiny committees, as required; • Receiving periodical progress reports, as appropriate, on specific scrutiny reviews. • Considering and commenting on any final reports arising from completed reviews produced by the Overview & Scrutiny Committees, as required. 	<p>Subject to budget and resource availability</p>
2	To provide an annual report to Full Council on the work of the overview & scrutiny function.	
3	To recommend to the Executive an appropriate budget to support the undertaking of scrutiny reviews as part of the Council's budget setting process, and to manage the overall allocation of any such budget.	
4	To consider all post-decision Call-in for scrutiny	<p>In accordance with the Scrutiny Procedure Rules as set out in Part 4 of the Constitution and to question any Executive Member, as may be required.</p>

5	To periodically review the scrutiny procedures to ensure that the function is operating effectively and recommend to Council any appropriate constitutional changes relating to the scrutiny structure or procedural rules.	
6	To receive details of petitions received by the Council in line with the Council’s published arrangements and responses or proposed responses to those petitions. To consider using its powers as a scrutiny committee to support the Council in responding appropriately to issues raised by such petitions and, in so doing, to promote public engagement.	

10.2 In addition, the Customer & Corporate Services Scrutiny Management Committee will exercise the powers of an Overview and Scrutiny Committee under section 21 of the Local Government Act 2000, specifically in relation to the service areas within the Customer & Corporate Services Directorate.

10.3 The Customer & Corporate Services Scrutiny Management Committee is responsible for monitoring the performance of the following service areas:

- Legal Services
- Information Governance and Complaints
- Civic & Democratic Services
- Electoral Services
- Corporate Finance and Procurement
- Human Resources and Organisational Development
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- Customer, Resident and Exchequer Services
- Digital and ICT