

## **Part 2 - The Articles**

### **Chapter 12 - Personnel Board**

#### **1. Status, Membership, Quorum and Meeting Frequency**

- 1.1 The Personnel Board is a committee established under Section 102 of the Local Government Act 1972.
- 1.2 The Assembly shall appoint a total membership of nine Councillors, including the Chair and Deputy Chair, at its Annual Meeting. Political balance requirements of Section 15 of the Local Government and Housing Act 1989 apply when determining membership.
- 1.3 Personnel Board hearings shall consist of three Members of the Board, one of whom shall be the Chair or Deputy Chair (or both) of the Board. The Chair or Deputy Chair of the Board shall be the Chair at each meeting. In the absence of both, a chair shall be appointed at the beginning of the meeting.
- 1.4 The remaining membership for each meeting shall be drawn from the Members of the Board on a rota basis. Due regard shall be given to the political balance principles when drawing the membership from the Members of the Board.
- 1.5 The membership of the Board should remain constant when considering the same issue over more than one meeting.
- 1.6 No Member may sit on the relevant Board if they have worked particularly closely with a member of staff who is the subject of a report to the Board. In the event that a Member finds him / herself in such a position following appointment to the Board, he/she must declare an interest and withdraw from the membership. If this is in advance of the hearing, a replacement Member shall be drawn from the remaining membership.
- 1.7 The quorum shall be two Members.
- 1.8 The Board shall meet as and when required.

#### **2. Responsibility for Functions**

- 2.1 The Personnel Board is responsible for the following in respect of all staff except JNC officers:
  - (i) Appeals against the following decisions taken in respect of employment matters, other than those matters which are either reserved to other Member meetings or Executive Management Team Directors (or their nominees):
    - a. dismissal on the grounds of redundancy, gross misconduct, capability and sickness absence, and
    - b. final written warnings on the grounds of misconduct.
- 2.2 In determining an appeal against a decision made at a disciplinary hearing, the Board may reduce, but not increase, any sanction imposed.