ARTICLE 7C

THE PERSONNEL BOARD

1. Legal Status
1.1 The Personnel Board is a committee established under Section 101 of the Local Government Act 1972. As such the political balance requirements of Section 15 of the Local Government and Housing Act 1989 apply when determining membership.

2. Role
2.1 To exercise the Council’s functions in respect of certain staffing appeals, with the exception of JNC officers.

3. Membership
3.1 Minimum of three Members per Board (to be drawn up by the Divisional Director of Legal and Democratic Services in liaison with the Chair and/or Deputy Chair) from a Panel of Members, appointed annually by the Assembly. The membership of the Board should remain constant when considering the same issue over more than one meeting.
3.2 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.

4. Quorum
4.1 Two Members

5. Chair and Deputy Chair
5.1 The Chair and Deputy Chair are appointed annually by the Assembly.

6. Frequency of Meetings
6.1 Programmed to be held where practicable on either Tuesdays or Thursdays (day time).

7. Venue and Time
7.1 The Civic Centre, Dagenham, at times to be determined.

8. Terms of Reference
8.1 See Scheme of Delegation in Part C of the Constitution for details.

9. Appointment and Accountability
9.1 Appointed by and accountable to the Assembly. The Board will report to the Assembly on matters requiring the latter’s approval.
9.2 The Chair (or in his/her absence the Deputy Chair) to be the spokesperson for Personnel Board issues.

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