

REPORT TO:		Full Council	
DATE:		7 th July	
PORTFOLIO:		Cllr Miles Parkinson, Leader	
REPORT AUTHOR:		Helen Gee, Democratic Services Manager	
TITLE OF REPORT:		Management Review Committee - Revised Terms of Reference and Membership	
EXEMPT REPORT (Local Government Act 1972, Schedule 12A)	No	Not applicable	
KEY DECISION:	No	Not applicable	

1. **Purpose of Report**

- 1.1 To seek Council approval for revised terms of reference for the Management Review Committee.
- 1.2 To ask Council to change the membership of the Committee, to reflect the correct membership as set out in the Constitution.

2. **Recommendations**

- 2.1 Council is asked to agree the revised terms of reference for the Management Review Committee as attached at Appendix 1
- 2.2 Council is asked to revise the 2016/2017 membership of the Committee to be:

Councillor Miles Parkinson (Leader), Councillor Paul Cox (Deputy Leader), Councillors Tony Dobson and Paul Thompson (Leaders of the other political groups) (or their respective nominees).

3. **Reasons for Recommendations and Background**

Additional Terms of Reference

- 3.1 The Council operates the JNC model procedure (2008) in respect of any disciplinary action relating to chief officers. The model procedure is set out in the JNC terms and conditions handbook and forms part of chief officer's terms and conditions of employment. The procedure provides for chief officers who are subject to disciplinary

action to have a right of appeal either to Council or a committee. We do not currently have arrangements to give effect to this requirement, but it recommended to members that the Management Review Committee is the most appropriate body, both in terms of its size and composition, to take on that role.

- 3.2 Suggested revised terms of reference for the Management Review Committee are attached at Appendix 1.

Membership

- 3.3 At the AGM on 21st May 2016, Council appointed the following membership:

Councillors Paul Cox, Clare Cleary, Dobson and Miles Parkinson (Chair)

- 3.3 This does not reflect the membership as stated in the Constitution (see Appendix 1), which is by position:-

Leader and Deputy Leader of the Council and the Leader of each of the other political groups on the Council or their respective nominees.

- 3.4 The correct membership, to reflect the positions held, should be:-

Councillor Parkinson (Leader), Councillor Paul Cox (Deputy Leader), Councillors Tony Dobson and Paul Thompson (Leaders of the other political groups).

- 3.5 Council is therefore asked to appoint these members to the Committee for the Municipal Year 2016/17.

4. Alternative Options considered and Reasons for Rejection

- 4.1 Not applicable

5. Consultations

- 5.1 None

6. Implications

Financial implications (including any future financial commitments for the Council)	None
Legal and human rights implications	None
Assessment of risk	None

Equality and diversity implications <i>A Customer First Analysis should be completed in relation to policy decisions and should be attached as an appendix to the report.</i>	None
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**7. Local Government (Access to Information) Act 1985:
List of Background Papers**

7.1 HBC Constitution 2016/17

8. Freedom of Information

8.1 The report does not contain exempt information under the Local Government Act 1972, Schedule 12A and all information can be disclosed under the Freedom of Information Act 2000.

MANAGEMENT REVIEW COMMITTEE

MEMBERSHIP: Leader and Deputy Leader of the Council and the Leader of each of the other political groups on the Council or their respective nominees.

REPORTS TO: Council

MAIN TERMS OF REFERENCE:

- To review the terms and conditions of employment of the Council's Managing Director and Deputy Managing Director and to agree any changes to the same deemed necessary following such review. In carrying out a review to obtain such internal or external support and advice that is required to enable a review to be fully and properly undertaken.
- To determine the collective terms and conditions of employment of employees of the Council
- To consider and determine disciplinary appeals in respect of Chief Officers