

RESPONSIBILITY FOR COUNCIL FUNCTIONS STAFF APPEALS BOARD

The powers and duties of the Council relating to the functions set out below are delegated to the Staff Appeals Board

Membership: Three Members (at least one of whom must be an opposition Member) will be called upon from the membership pool to determine an appeal. The quorum of the Board will therefore be three. Substitutes may also be selected from the membership pool (at least one of whom must be an opposition Member), to ensure the Board remains quorate. The Board will be supported by a Senior Human Resources Representative in an advisory role only.

Membership: a pool of at least 16 Members

Functions of the Staff Appeals Board

- (1) To consider appeals against dismissal, grading and grievances by employees of the Council

Delegation of Functions (concurrently with the Staff Appeals Board)

The following function is delegated to the Chief Executive/Deputy Chief Executive/appropriate Head of Service
Appeals against disciplinary warnings

The following function is delegated to the Chief Executive/Deputy Chief Executive/relevant Head of Service
Appeals against grievances
(Appeals will only go forward to the Staff Appeals Board in limited circumstances as outlined in the Council's Grievance Procedure)

The following function is delegated in accordance with the current local agreement on job evaluation
Appeals against gradings

The following function is delegated to the Chief Executive, in consultation with the Leader of the Council and the Cabinet Member for Customer and Corporate Services
Authority to agree a Settlement Agreement in circumstances where an employee or former employee of the Council has made a claim or has a potential claim against the Council. In addition, where the

Functions of the Staff Appeals Board

- (2) To hear appeals by non-statutory Chief Officers in respect of any disciplinary, capability or grievance procedure.

Delegation of Functions (concurrently with the Staff Appeals Board)

Settlement Agreement includes an amount of financial compensation, the Chief Executive, in consultation with the Leader of the Council and the Cabinet Member for Resources, has delegated authority to agree the amount following consultation with the Head of Legal, Democracy and HR (where the Chief Executive is the subject of the agreement then the Section 151 Officer will replace them in the authorisation process).