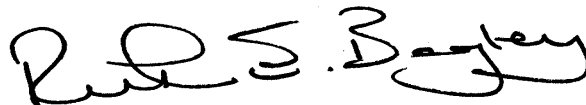


Date of issue: 8th May 2013

MEETING	EMPLOYMENT & APPEALS COMMITTEE TO: ALL MEMBERS (COMMITTEE MEMBERS SUBJECT TO APPOINTMENT AT THE ANNUAL COUNCIL MEETING)
DATE AND TIME:	THURSDAY, 16TH MAY, 2013 AT 8.30 PM (OR ON THE RISING OF THE ANNUAL COUNCIL WHICHEVER IS LATER)
VENUE:	RUBY SUITE 4, THE CENTRE, FARNHAM ROAD, SLOUGH, SL1 4UT
DEMOCRATIC SERVICES OFFICER: (for all enquiries)	CATHERINE MEEK 01753 875013

NOTICE OF MEETING

You are requested to attend the above Meeting at the time and date indicated to deal with the business set out in the following agenda.



RUTH BAGLEY
Chief Executive

AGENDA

PART 1

AGENDA
ITEM

REPORT TITLE

PAGE

WARD

Apologies for absence.

CONSTITUTIONAL MATTERS

1. Declarations of Interest

All Members who believe they have a Disclosable Pecuniary or other Pecuniary or non pecuniary Interest in any matter to be considered at the meeting must declare that interest and, having regard to the circumstances described in Section 3 paragraphs 3.25 – 3.27 of the Councillors' Code of Conduct, leave the meeting while the matter is discussed, save for exercising any right to speak in accordance with Paragraph 3.28 of the Code.

The Chair will ask Members to confirm that they do not have a declarable interest.

All Members making a declaration will be required to complete a Declaration of Interests at Meetings form detailing the nature of their interest.

2. Appointment of Sub-Committees

1 - 4

3. Date of Next Meeting

6th June 2013

Press and Public

You are welcome to attend this meeting which is open to the press and public, as an observer. You will however be asked to leave before the Committee considers any items in the Part II agenda. Special facilities may be made available for disabled or non-English speaking persons. Please contact the Democratic Services Officer shown above for further details.

SLOUGH BOROUGH COUNCIL

REPORT TO: Employment & Appeals Committee **DATE:** 16th May 2013

CONTACT OFFICER: Catherine Meek (Head of Democratic Services)
(For all Enquiries) (01753) 875011

WARD(S): All

PART I
FOR DECISION

EMPLOYMENT & APPEALS COMMITTEE: APPOINTMENT OF SUB-COMMITTEES

1. **Purpose of Report**

This report recommends, in accordance with the Constitution, the establishment of two Sub-Committees and appointment of Members to serve on them.

2. **Recommendations**

The Committee is requested to resolve:-

- a) That the Sub-Committees set out in paragraph 5.1 with the terms of reference as set out in Appendix A be appointed for the 2013/2014 Municipal Year and that seats be allocated to the Sub-Committees as shown.
- b) That Members be appointed to serve on each of the Sub-Committees in accordance with the wishes expressed by Political Groups in respect of seats allocated to them as set out in paragraph 5.1.

3. **Wellbeing Strategy Priorities**

There are no implications for the Council's Wellbeing Strategy priorities as this report is administrative in nature.

4. **Other Implications**

(a) **Financial**

There are no financial implications of proposed action.

(b) **Human Rights Act and other Legal Implications**

The recommendations meet the requirements of political proportionality as set out in the Local Government and Housing Act 1989 and

associated Regulations. The Appointments Sub-Committee must include at least one Executive Member.

5 **Supporting Information**

Sub Committees

- 5.1 The Constitution provides for the Employment and Appeals Committee to appoint two main Sub-Committees and seat allocations have been calculated to reflect group membership and statutory proportionality entitlements as follows:

Sub-Committee	Seats	Labour	Conservative
Employment Appeals S/C	3 (+ 6 deputies)	2 (+4)	1(+2)
Appeals S/C	5 (+ 5 deputies)	4 (+3)	1 (+2)

- 5.2 The Constitution also provides for the Committee to establish an Investigating Sub-Committee and Appointments Sub Committee as required in accordance with the Officer Employment Procedure Rules. These Sub-Committees will be appointed if the need should arise.

- 5.3 Nominations have been sought from Political Groups and will be reported to the meeting.

5.4 **Terms of Reference**

The terms of reference of the Sub-Committees are set out at Appendix A for consideration and agreement by the Committee. The terms of reference of the Appeals Sub-Committee will need to be reviewed following changes in the Council's Housing Allocations Policy. In the meantime, the Committee is requested to agree the terms of reference as attached in order that any existing transport appeal can be progressed.

6 **Appendix**

A - Terms of reference of the Sub-Committees

7 **Background Papers**

'1' - Constitution

Employment and Appeals Committee: Sub-Committee Terms of Reference

Employment Appeals Sub-Committee

To consider and determine appeals against dismissal arising from the Council's Disciplinary Policy & Procedure, Severance Policy and Procedure Guidance and Management of Absence Procedure.

Appeals Sub-Committee

1. To determine appeals against refusal by the Local Education Authority of applications for home to school transport which do not fall within the LEA's policy for the provision of such transport.
2. To consider complaints about the school curriculum and collective worship in accordance with Section 23 of the Education Reform Act 1988.
3. To deal with requests for the allocation of accommodation outside the Council's approved policies on referral by the Officers or by three Members of the Council.
 - a) Decisions on Appeals:- To deal with requests:
 - i) against exclusion from various schemes on matters of interpretation or value judgement;
 - ii) against cancellation of applications for false or incomplete information;
 - iii) against rent arrears recovery action and proceedings for possession;
 - iv) in respect of any discretionary housing service provided from time to time not within the established criteria, where special circumstances apply and the Assistant Director Housing and Environment has refused the application;
 - v) against assessments made under the Amenity Points Scheme for housing rents or any other method of rent assessment;
 - vi) against an Officer decision concerning the re-housing of applicants on urgent medical grounds, where in the view of Members the applicant(s) should be dealt with as a priority in the light of the facts of the case, taking into account the agreed definition of guidelines;
 - vii) against determination of improvement grants.
 - b) To deal with unusual matters of day to day management referred by the Director of Resources, Housing and Regeneration or Service Heads for guidance.

4. To hear representations and determine appeals under the statutory provisions relating to nurseries, playgroups, child minders and residential homes.
5. To consider and determine appeals against refusal by the Authority of application for Local Council Tax Discount.
6. To consider and determine appeals in accordance with Section 17(3) of the Health & Social Services and Social Security Adjudication Act 1983.