

### General Purposes Committee Terms of Reference

|  |   |
|--|---|
| <b>Membership:</b> Nine (9) Councillors (each political group may appoint up to three (3) substitutes)   |   |
| <b>Functions</b>   | <b>Delegation of Functions</b>  |
| This Committee is responsible for a range of non-executive functions, including electoral matters, personnel issues and appeals. It also has responsibility for considering and making recommendations to Full Council on the introduction, amendment or revocation of new byelaws and can consider and make non-material changes to the Council's Constitution  | -   |
| <ol style="list-style-type: none"> <li>1. To exercise powers in relation to the holding of elections and the maintenance of the electoral register including: <ol style="list-style-type: none"> <li>(a) the provision of assistance at European Parliamentary elections;</li> <li>(b) power to make submissions to the Local Government Commission in relation to the boundaries of the borough or ward boundaries; and</li> <li>(c) the appointment of a proper officer for the purposes of giving various notices in relation to elections and referenda (e.g. in relation to the verification number for petitions for a referendum under Local Government Act 2000).</li> </ol> </li> </ol> | None  |
| <ol style="list-style-type: none"> <li>2. Appointments of officers, Members or other persons to external bodies on behalf of the Council, where the appointment is not the responsibility of the Mayor</li> </ol>  | The Corporate Director, Governance is authorised to make or amend Committee/ Sub-committee/ Panel appointments in accordance with Part 3.12.2 of the Constitution |
| <ol style="list-style-type: none"> <li>3. To recommend to Council the introduction, amendment or revocation of byelaws</li> </ol>  | None  |
| <ol style="list-style-type: none"> <li>4. Appointment and revocation of local authority school governors</li> </ol>  | None  |
| <ol style="list-style-type: none"> <li>5. To make changes to the membership and substitute membership of committees appointed by the Council and their subordinate bodies, consistent with the proportionality rules</li> </ol>  | The Corporate Director, Governance is authorised to make or amend Committee/ Sub-committee/ Panel appointments in   |

|  |   |
|--|---|
|  | accordance with Part 3.12.2 of the Constitution   |
| <b>6.</b> To consider and make non-material changes to the Council's Constitution upon the recommendation of the Monitoring Officer  | None  |
| <b>7.</b> To determine major policy on the terms and conditions on which staff hold office within allocated resources  | None  |
| <b>8.</b> To agree any negotiated settlement, in relation to a senior executive in circumstances which do not amount to a dismissal that may be proposed in accordance with the Council's Pay Policy Statement   | None  |
| <b>9.</b> To determine the criteria for the appointment of the Head of Paid Service and other statutory and non-statutory chief officers and deputy chief officers and to establish Appointments Sub-Committees to consider such appointments  | None  |
| <b>10.</b> To make recommendations to Full Council on the appointment of the Head of Paid Service  | None  |
| <b>11.</b> To establish a Sub-Committee to consider any proposal to discipline and/or dismiss the Head of the Paid Service, the Monitoring Officer or the Chief Financial Officer in accordance with the Officer Employment Procedure Rules set out in Part 4 of this Constitution and to appoint a minimum of two (2) 'Independent Persons' to such Sub-Committee | The Corporate Director, Governance is authorised to make or amend Committee/ Sub-committee/ Panel appointments in accordance with Part 3.12.2 of the Constitution |

|  |  |
|--|--|
| <p><b>12.</b> To consider and determine any appeal in respect of any function for which the Council is responsible (except where statutory arrangements exist or where the appeal function is delegated elsewhere in the Constitution) including:</p> <ul style="list-style-type: none"> <li><b>(a)</b> Education awards appeals;</li> <li><b>(b)</b> Appeals by governing bodies;</li> <li><b>(c)</b> Appeals by employees under human resources procedures requiring a Member level decision; and</li> <li><b>(d)</b> Appeals in respect of refusals to register premises under the Marriage Act 1994 or the attachment of any condition to an approval</li> </ul> | None   |
| <p><b>13.</b> To establish Employee Appeals Sub-Committees and other Appeals Sub-Committees as appropriate to be convened by the Corporate Director, Law, Probity and Governance for determination of the above appeals referred to in paragraph 12 above. Such Sub-Committees to comprise a maximum of five (5) Members of the Council with a quorum of three (3) and as far as possible to reflect ethnicity and gender balance</p>  | The Corporate Director, Governance is authorised to make or amend Committee/ Sub-committee/ Panel appointments in accordance with Part 3.12.2 of this Constitution |
| <p><b>14.</b></p> <ul style="list-style-type: none"> <li><b>(a)</b> Any other functions which under the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, may not be the responsibility of the Executive and which are not delegated elsewhere under this Constitution</li> <li><b>(b)</b> In cases of emergency or extreme urgency any non-executive function delegated under this Constitution whether or not reserved to the Council and where the Chief Executive does not consider it appropriate to exercise his/ her power in relation to such decisions under Part 2, Article 12.06(c)(ii) of this Constitution</li> </ul>      | None   |
| <p><b>Quorum:</b> Three (3) Members of the Committee</p>   |  |