



Appointments to Committees and the Joint Consultative Group

21 August 2017

Purpose of report

- 1 To invite the Board to re-establish its Committees and its Joint Consultative Group, approve their remits and appoint memberships and Conveners.

Main report

- 2 The Board had previously established an Appointment Committee to undertake the recruitment and appointment of senior staff, an Appeal Committee to deal with disciplinary and grievance issues and a Joint Consultative Group (JCG) to provide a means of regular consultation between it and employees' representatives on a range of issues.
- 3 Each group has comprised five members from among each of the constituent Councils as follows:

City of Edinburgh	-	2
East Lothian	-	1
Midlothian	-	1
West Lothian	-	1
- 4 The remits of the Committees and the JCG are detailed in Appendices 1-3 of this report.
- 5 The Board is required to appoint members to these Committees and the JCG and is also asked to appoint their Conveners.

Recommendations

- 6 The Joint Board is asked:
- 6.1 To re-establish the Appointment and Appeal Committees and the Joint Consultative Group.
 - 6.2 To approve the remits detailed in Appendices 1-3 of this report.
 - 6.3 To appoint the membership and the Conveners of the Appointment Committee, Appeal Committee and the Joint Consultative Group.

Andrew Kerr
Chief Executive and Clerk

Appendices	Appendix 1 - Remit of the Appointment Committee Appendix 2 - Remit of the Appeal Committee Appendix 3 - Remit of the Joint Consultative Group
Contact/tel	Lesley Birrell, Office of the Chief Executive and Clerk ☎ 529 4240 ✉ lesley.birrell@edinburgh.gov.uk
Background Papers	None

LOTHIAN VALUATION JOINT BOARD

APPOINTMENT COMMITTEE

REMIT

1 The Appointment Committee shall be authorised to act on behalf of the Board on all matters of selection and appointment of the Assessor and Electoral Registration Officer of the Lothian Valuation Joint Board.

2 Membership of the Committee shall comprise 5 members as follows:

The City of Edinburgh Council	-	2 Councillors
East Lothian Council	-	1 Councillor
Midlothian Council	-	1 Councillor
West Lothian Council	-	1 Councillor

Advisers (non-voting)

Chief Executive and Clerk to the Board
HR Adviser to the Board

3 The quorum for meetings of the Committee shall be 3 members.

4 The Convener of the Committee shall be appointed by the Valuation Board. In the absence of the Convener at any meeting, the Committee will elect a Chair from its members.

5 Members will be permitted to appoint a substitute to attend in their place, in accordance with the requirements of the Board's Standing Orders.

6 All members (and any substitute member) will require to have attended an approved training course for the purpose of recruitment and selection of Chief Officers.

7 All members (and any substitute members) will be subject to the general requirement to have attended all the stages of the selection process i.e. any short-listing (or long-listing) and interviews of all candidates when participating in the selection process.

8 The Chief Executive and Clerk to the Valuation Board, in consultation with the Convener of the Committee, will be responsible for calling meetings of the Committee.

9 The Chief Executive and Clerk shall report on any appointment made to a meeting of the Valuation Board.

LOTHIAN VALUATION JOINT BOARD

APPEAL COMMITTEE

Remit

- 1 To decide appeals by staff in regard to disciplinary action, gradings, grievances and disputes or in other appropriate circumstances, in terms of the Joint Board's policies in these matters.

Membership

- 2 Membership of the Committee shall comprise 5 members as follows:

The City of Edinburgh Council	-	2 Councillors
East Lothian Council	-	1 Councillor
Midlothian Council	-	1 Councillor
West Lothian Council	-	1 Councillor

Advisers (non-voting)

Chief Executive and Clerk to the Board
HR Adviser to the Board

LOTHIAN VALUATION JOINT BOARD

JOINT CONSULTATIVE GROUP

- 1 To provide a means of regular consultation between the Board and employees' representatives, on matters affecting the employment and conditions of service of Board employees, always provided that no question of an individual's pay, wage, grading, discipline, promotion or efficiency shall be within the scope of the Joint Group.
- 2 To consider and offer observations on any proposals made by the Board involving substantial administrative reorganisation to the extent to which it affects the pay and conditions of employment of the employees of the Board.
- 3 To consider and report on any matter which may be referred to the Joint Group by the Board or by any of the employee organisations.