

## **Terms of Reference**

### **Personnel Panel**

- (a) To consider allegations against the Head of Paid Service, Chief Fire Officer and Deputy Chief Fire Officer (Statutory Officers) which may ultimately lead to his/ her dismissal, in accordance with the procedures agreed by the Fire Authority;
- (b) to determine whether an allegation made against a Statutory Officer requires further investigation or other appropriate action;
- (c) to give informal, unrecorded oral warnings in appropriate cases where no further formal action is required;
- (d) to appoint an Independent Investigator, agree the terms of remuneration, provide the investigator with their terms of reference and working methods;
- (e) to take decisions on the suspension of the Statutory Officers while investigations are undertaken (suspensions to be reviewed after two months in conjunction with the Independent Investigator);
- (f) to consider the recommendations of the Independent Investigator;
- (g) to determine whether action(s) short of dismissal should be imposed;
- (h) where dismissal is recommended, to refer matters to the Independent Panel for consideration, and;
- (i) to recommend dismissal to Fire Authority following the completion of the Executive Objections Procedure.

The Committee is accountable to Fire Authority, has 3 members and is politically balanced.

The quorum for the Committee is 2. Substitute members are permitted for this committee.

## **Appeals Committee**

- (a) To hear appeals by the Head of Paid Service, Chief Fire Officer and Deputy Chief Fire Officer (Statutory Officers) against actions short of dismissal imposed by the Personnel Panel in accordance with the procedures agreed by Fire Authority;
- (b) to consider the report of the Independent investigator and the findings of the Personnel Panel;
- (c) to conduct further investigation where necessary;
- (d) to consider which of the following options to follow:
  - i. confirm the decision of the Personnel Panel;
  - ii. impose lesser sanctions than those imposed by the Personnel Panel;
  - iii. remove all sanctions imposed by the Personnel Panel.

The decision of the Appeals Committee is final.

The Committee is accountable to Fire Authority, has 3 members and is politically balanced. The quorum for the Committee is 2. Substitute members are permitted for this committee.

## **Independent Panel**

(a) To consider proposals for dismissal of the the Head of Paid Service, Chief Fire Officer and Deputy Chief Fire Officer (Statutory Officers;)

(b) to offer advice, views or recommendations to Fire Authority on the proposal to dismiss.

The Independent Panel is accountable to Fire Authority, and its membership comprises two independent persons who have been appointed under section 28(7) of the Localism Act 2011.