

DRAFT TERMS OF REFERENCE – INVESTIGATION AND DISCIPLINARY COMMITTEE (IDC)

1. To be responsible for disciplinary and dismissal matters which relate to the relevant statutory officers. The relevant officers being the Head of Paid Service; Chief Finance Officer and Monitoring Officer. The IDC to undertake the responsibilities required pursuant to the relevant 2015 Regulations agreed Guidance and Model Procedure issued by the relevant national JNC or other relevant body that may exist in future.
2. The IDC to be a Committee consisting of seven councillors and must include the Leader of the Council and another member of the Cabinet.
3. That in the case of a complaint against a relevant officer, the decision whether to refer the matter to the Investigating and Disciplinary Committee (IDC) will be delegated to the Monitoring Officer or Chief Finance Officer in the case of a complaint against the Head of Paid Service, and delegated to the Head of Paid Service in the case of a complaint against the Monitoring Officer or the Chief Finance Officer. This decision to be made in consultation in every case with the Head of Human Resources and OD.
4. That the Investigating and Disciplinary Committee (IDC) will have delegated responsibility for the suspension of the relevant officers. In the event of the need for urgency, this function to be delegated to the Chair of the IDC.
5. That the relevant officers will be given the same right to be accompanied at any disciplinary hearing as all BCP Council employees. Additionally, this will include the right to be accompanied by a legal representative at their own cost