

## **Terms of Reference for the Joint Staff Committee**

The purpose of this committee is to undertake those non-executive functions relating to the employment of officers in the shared senior management team.

The terms “senior staff” and “senior posts” refer to the head of paid service, strategic directors, and heads of service.

The committee comprises three members from each council and may determine those matters delegated to it by both councils or, where this is not the case, make recommendations to each Council.

The membership shall comprise:

- South Oxfordshire District Council – Leader and two Conservative members
- Vale of White Horse District Council – Leader, one Conservative and one Liberal Democrat member.

The Leader may be substituted by another Cabinet member. Other members of the Committee may be substituted by any member of that Council’s political group (executive or non-executive).

The terms of reference for this Committee shall be:

- to establish the framework and procedure for recruitment of senior staff
- to determine the terms and conditions of service to apply to senior posts
- to act as the appointment panel for the short-listing and interviewing for all senior posts and in the case of head of paid service or strategic directors to make recommendations on appointments to each Council
- to consider any proposed redundancy dismissals of the head of paid service, strategic director, monitoring officer or chief finance officer, and to make recommendations on redundancy dismissals to each Council
- to consider any proposed redundancy dismissals of heads of service other than monitoring officer and chief finance officer, and to make recommendations to the head of paid service
- to determine any proposed efficiency retirement of the head of paid service, subject to proposals for enhanced benefits being determined by the joint audit and governance committee
- to consider any proposed efficiency retirements of strategic directors or heads of service and to make recommendations to the head of paid service, subject to proposals for enhanced benefits being determined by the joint audit and governance committee.