

## Appointments to Committees etc

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11 June 2007

### Purpose of Report

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

### Main Report

- 2 The Board had previously established an Appointment Committee to undertake the recruitment and appointment of senior staff and an Appeal Committee to deal with disciplinary and grievance issues. The Board had also set up a Joint Consultative Group (JCG) to provide a means of regular consultation between it and employees' representatives on a range of issues.

- 3 The membership of the groups has been as follows -

Appointment Committee (5 Board Members)  
(E 2, EL 1, M 1 and WL 1)

Appeal Committee (5 Board Members)  
(E 2, EL 1, M 1 and WL 1)

Joint Consultative Group (5 Board Members)  
(E 2, EL 1, M 1 and WL 1)

The remits of these groups are detailed as appendices to this report.

- 4 The Board is required to appoint members to these groups and to appoint their Conveners (previously the Convener of the Board).

### Recommendations

- 5 The Board is invited to:
  - a) re-establish the Appointment and Appeal Committees and the Joint Consultative Group.
  - b) approve the remits detailed in Appendices 1-3 of this report.

- c) appoint the membership and the Conveners of the Appointment and Appeal Committees and of the Joint Consultative Group.



**Tom Aitchison**  
Chief Executive and Clerk

31/05/07.

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**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**

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**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: -

**Members: -**

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

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**Advisers (non-voting): -**

- Chief Executive and Clerk to the Valuation Board
- Personnel Adviser to the Valuation Board

3 The quorum for meetings of the Committee will 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 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-leeting (or long-leeting) 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**

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.

**LOTHIAN VALUATION JOINT BOARD**

**JOINT CONSULTATIVE GROUP**

**REMIT**

- 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.