

Appointments to Committees and the Joint Consultative Group

13 June 2022

Purpose of report

- 1 To invite the Board to re-establish its Committees and Groups, approve their remits and appoint membership 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 the appendices to this report. The Board is required to appoint Conveners and members of these Committees and the JCG.
- 5 In November 2020, the LVJB agreed to establish a Governance and Strategy Group, the remit of which is set out at Appendix 4. The Convener of the LVJB is the Chair of the Group with one member from each of the other three constituent authorities. The Board is also asked to appoint members to this group.

Recommendations

- 6 The Joint Board is asked:
- 6.1 To re-establish the Appointment and Appeal Committees, the Joint Consultative Group and the Governance and Strategy Group.
 - 6.2 To approve the remits detailed in Appendices 1 to 4 to this report.
 - 6.3 To appoint the membership and the Conveners of the Appointment and Appeal Committees and of the Joint Consultative Group.
 - 6.4 To appoint the membership of the Governance and Strategy Group.

Andrew Kerr

Chief Executive and Clerk

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|-------------------|---|--|
| Appendices | 1 | Remit of the Appointment Committee |
| | 2 | Remit of the Appeal Committee |
| | 3 | Remit of the Joint Consultative Group |
| | 4 | Remit of the Governance and Strategy Group |

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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 |

Total 5

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 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 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.

LVJB GOVERNANCE AND STRATEGY GROUP

TERMS OF REFERENCE

Purpose

Ensure consistency in respect of governance and service assurance matters

Overseeing compliance with corporate governance reflecting the principles of the Delivering Good Governance in Local Government framework

Participate in open discussion to help define direction/resolution on current & future organisational objectives and challenges

Membership

- The Governance & Strategy Group (GSG) shall comprise of sole Councillor representation from each Constituent Authority, The Assessor and the Head of Governance.
- Only members of the GSG have the right to attend GSG meetings.
- The Board Convenor will be the GSG chair. In the absence of the GSG chair and/or an appointed deputy at a GSG meeting, the remaining members present shall elect one of themselves to chair the meeting.

| Role | Name & Position |
|--------------|--------------------------|
| Chair of GSG | Convener of the LVJB |
| GSG member | Councillor, Midlothian |
| GSG member | Councillor, West Lothian |
| GSG member | Councillor, East Lothian |
| GSG member | Assessor and ERO |
| GSG member | Head of Governance, LVJB |
| Support | Committee Services, CEC |

Quorum

The quorum necessary for the transaction of business shall be either the Chair or Councillor representation and the Head of Governance

Frequency of meetings

- The GSG shall convene not less than twice a year and at such other times as required
- The Chair of the GSG, Councillor representation, The Assessor and the Head of Governance may request a meeting if they consider one is necessary
- Meetings may be held using video conferencing facilities

Notice of meetings

Unless otherwise agreed by the GSG, notice of each meeting confirming the venue, communication method, time and date shall be notified 4 weeks in advance. All supporting papers, shall be issued to each member of the Group no later than one week before the date of the meeting.

Record of meetings

Committee Services, or their nominee, shall be the secretary of the Group.

Responsibilities

The GSG will provide oversight to the Board on LVJB Governance matters. The GSG shall also play an active role in formulating future strategic programmes and the overarching vision of the LVJB.

In particular, the GSG shall:

- monitor overall compliance with the core LVJB Corporate Governance principles of accountability, transparency and effectiveness & efficiency
- be aware of, and play an active role in, the development of the organisations strategic direction
- review and appraise LVJB governance assurance and activity reports
- provide a focal point for the discussion of LVJB operational and organisational issues
- monitor LVJB performance with regard to Corporate and Service plan targets and objectives
- be aware of future LVJB Governance goals and assess their progress

- review and assess the status of the Business Strategy 2020-2023 to ensure transparency into the status of the phased approach and its associated financial implications.
- ensure that the organisation implements internal and external audit management actions within their identified timescale
- offer, support, advice and guidance to longer term visionary objectives of LVJB
- monitor the progress of the ongoing LVJB transformation programme with particular focus on the key software development projects that underpin organisational and legislative change

Other matters

The GSG shall:

- have access to sufficient resources in order to carry out its duties
- arrange for periodic reviews of its own performance and, at least annually, review its constitution and terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the Board.