

The Arc
High Street
Clowne
S43 4JY

To: Chair & Members of the
Standards Committee

Contact: Angelika Kaufhold
Telephone: 01246 242529

Email:
angelika.kaufhold@bolsover.gov.uk

Friday, 1 May 2026

Dear Councillor

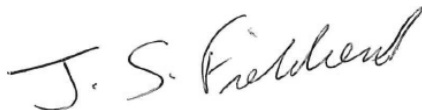
STANDARDS COMMITTEE – MONDAY, 11TH MAY, 2026 AT 14:00 HOURS

Urgent Business

I refer to your recently circulated agenda for the above meeting and now enclose an urgent item of business which the Chair has consented to being considered at the meeting.

The item relates to Establishment of New Committees and hard copies will be printed/posted today.

Yours faithfully



Solicitor to the Council & Monitoring Officer

Equalities Statement

Bolsover District Council is committed to equalities as an employer and when delivering the services it provides to all sections of the community.

The Council believes that no person should be treated unfairly and is committed to eliminating all forms of discrimination, advancing equality and fostering good relations between all groups in society.

Access for All statement

You can request this document or information in another format such as large print or **language** or contact us by:

- **Phone:** [01246 242424](tel:01246242424)
- **Email:** enquiries@bolsover.gov.uk
- **BSL Video Call:** A three-way video call with us and a BSL interpreter. It is free to call Bolsover District Council with Sign Solutions, you just need WiFi or mobile data to make the video call, or call into one of our Contact Centres.
- Call with [Relay UK](#) - a free phone service provided by BT for anyone who has difficulty hearing or speaking. It's a way to have a real-time conversation with us by text.
- **Visiting** one of our [offices](#) at Clowne, Bolsover, Shirebrook and South Normanton

STANDARDS COMMITTEE

Monday, 11th May, 2026 at 14:00 in the Council Chamber, The Arc, Clowne

Item No.	PART 1 – OPEN ITEMS	Page No.(s)
13.	Establishment of New Committees	4 - 10



Bolsover District Council

Standards Committee on 12th May 2025

Establishment of New Committees

Report of the Director of Governance and Legal Services & Monitoring Officer

Classification	This report is public
Report By	Jim Fieldsend Director of Governance and Legal Services & Monitoring Officer

PURPOSE/SUMMARY OF REPORT

For Standards Committee to consider a proposal to establish the Investigating and Disciplinary Committee, Grievance Committee and Independent Panel

REPORT DETAILS

1. Background

- 1.1 In May 2025, the Joint Negotiation Committee for Chief Executives (JNC) wrote to all Councils to highlight the need for local authorities to have in place appropriate structures and standing committees to deal with potential disciplinary issues involving Statutory Officers.
- 1.2 The JNC Chief Executive Officer Conditions of Service Handbook provides for a model disciplinary procedure that must be followed which includes reference to number of committees and panels, including an Investigating & Disciplinary Committee, Independent Panel and Appeals Committee. Whereas the Council already has an Appeals Committee it does not currently have an Investigating and Disciplinary Committee or Independent Panel.
- 1.3 In addition, the JNC Handbook requires the establishment of Grievance Committee in order to consider grievances made against the Chief Executive Officer.

2. Details of Proposal or Information

- 2.1 It is proposed that the Council establish the following committees:
 - An Investigating and Disciplinary Committee - The role of the Investigating and Disciplinary Committee will be to consider allegations against a Statutory Officer (Chief Executive Officer, Section

151 Officer and Monitoring Officer) which may ultimately lead to their dismissal; determine whether further investigation or action is required; determine whether action short of dismissal should be imposed or whether dismissal is recommended.

- An Independent Panel. The role of the panel will be to consider any recommendation of the Investigating and Disciplinary Committee to dismiss a Statutory Officer.
- A Grievance Committee. This Committee will consider grievances following an initial investigation. A case can be referred to it by the Chief Executive or the aggrieved employee.

2.2 Proposed terms of reference for the above are set out in **Appendix 1**.

3. Reasons for Recommendation

3.1 To ensure that the Council has the structures in place to deal with disciplinary/grievance matters involving Statutory Officers.

4 Alternative Options and Reasons for Rejection

4.1 To not establish the above committees. This is rejected as it would result in the Council not having sufficient structures in place to deal with disciplinary/grievance matters involving Statutory Officers.

RECOMMENDATION(S)

that Standard Committee recommends to Council that an Investigating and Disciplinary Committee, an Independent Panel and a Grievance Committee be established.

IMPLICATIONS:

Finance and Risk: Yes No

Details:

None arising from this report.

On behalf of the Section 151 Officer

Legal (including Data Protection): Yes No

Details:

The Local Authorities (Standing Orders) (England) Regulations 2001 (as amended by the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015) and in Wales, the Local Authorities Standing Orders (Wales) Regulations 2006 provide a degree of protection for statutory against unwarranted political interference

On behalf of the Solicitor to the Council

Staffing: Yes No

Details:

None arising from this report.

On behalf of the Head of Paid Service

DECISION INFORMATION

Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	No
Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	No

District Wards Significantly Affected	None
Consultation: Leader / Deputy Leader <input checked="" type="checkbox"/> Executive <input type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input checked="" type="checkbox"/>	Details:

Links to Council Ambition: Customers, Economy and Environment.

Demonstrating good governance

DOCUMENT INFORMATION

Appendix No	Title
1	Terms of Reference for Investigating and Disciplinary Committee, Independent Panel and Grievance Committee

Background Papers

(These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Executive you must provide copies of the background papers).

APPENDIX 1- Proposed Terms of Reference.

Investigating and Disciplinary Committee

(1) Purpose.

The role of the Investigating and Disciplinary Committee is to consider allegations against a Statutory Officer (Chief Executive Officer, Section 151 Officer and Monitoring Officer) which may ultimately lead to their dismissal; determine whether further investigation or action is required; determine whether action short of dismissal should be imposed or whether dismissal is recommended.

(2) Membership

The Committee shall have a membership of 5 councillors including at least one Executive member and shall not consist of members of the Grievance Committee or Employment and Appeals Committee. Where a councillor has a conflict of interests they may appoint a substitute who is also not a member of the Grievance Committee or Employment and Appeals Committee.

(3) Function

- 3.1 Consider allegations against the Chief Executive, Section 151 Officer or Monitoring Officer (Statutory Officers) which may ultimately lead to his/her dismissal, in accordance with the procedures agreed by Council]
- 3.2 Determine whether an allegation made against a Statutory Officer requires further investigation or other appropriate action
- 3.3 Give informal, unrecorded oral warnings in appropriate cases where no further formal action is required
- 3.4 Appoint an Independent Investigator, agree the terms of remuneration, provide the investigator with their terms of reference and working methods
- 3.5 Take decisions on the suspension of the Chief Executive, Section 151 Officer or Monitoring Officer while investigations are undertaken (suspensions to be reviewed after two months in conjunction with the Independent Investigator)
- 3.6 Consider the recommendations of the Independent Investigator
- 3.7 Determine whether action(s) short of dismissal should be imposed
- 3.8 Where dismissal is recommended, to refer matters to the Independent Panel for consideration, and
- 3.9 Recommend dismissal to Full Council.

(4) Frequency of meetings

Meetings of the Committee will be convened when required

(5) Quorum

The standard quorum for Council committees applies to this committee, but one member must be an Executive member.

Grievance Committee

(1) Purpose.

The role of Grievances Committee is to consider grievances against a Statutory Officer (Chief Executive Officer, Section 151 Officer and Monitoring Officer)

(2) Membership

The Committee shall have a membership of 5 councillors and shall not consist of members of the Investigating and Disciplinary Committee or Employment and Appeals Committee. Where a councillor has a conflict of interests they may appoint a substitute who is also not a member of the Investigating and Committee or Employment and Appeals Committee.

(3) Function

The terms of reference of the Grievance Committee apply to grievances brought against the Chief Executive Officer. A case can be referred to the Committee by either the Chief Executive or the aggrieved employee and will be as follows:

- a) To hear the case having regard to the evidence presented to it and reach a conclusion on whether or not the grievance is upheld in full or in part;
- b) To consider, if the grievance is upheld in whole or in part, whether to include a decision or recommendation on how the issue(s) can best be resolved to the satisfaction of the aggrieved employee;
- c) To decide, where the grievance is upheld, whether there is a matter(s) of a serious nature that it should be referred to the Investigation and Disciplinary Committee

(4) Frequency of meetings

Meetings of the Committee will be convened when required

(5) Quorum

The standard quorum for Council committees applies to this committee, but one member must be an Executive member.

Independent Panel

(1) Purpose.

The Independent Panel (the Panel) is a Non-Executive Committee of Council, and is accountable to Council. It is not politically balanced as it is comprised of independent members. It is appointed under section 28(7) of the Localism Act 2011.

The purpose of the Independent Panel is to:

- (a) consider proposals for dismissal of the Chief Executive, Section 151 Officer or Monitoring Officer
- (b) offer advice, views or recommendations to Council on the proposal to dismiss.

(2) Membership

The Independent Panel comprises two independent persons.

Invitations for membership of the Panel will be issued in accordance with the following priority order:

- a. an independent person who has been appointed by the Council and is a local government elector within Bolsover District
- b. any other Independent Person appointed by the Council
- c. an independent person who has been appointed by another council.

(3) Function

Where the Investigating and Disciplinary Committee recommends the dismissal of a Statutory Officer. this recommendation needs to go before the Independent Panel. This is not a full re-hearing of the case and will not involve the calling of witnesses.

The Independent Panel should hear the reasons for the Investigating and Disciplinary Committee's recommendation and also receive any oral representations from the Chief Executive, in which case it should invite any response on behalf of the Investigating and Disciplinary Committee to the points made, and may ask questions of either party. The Independent Panel should review the Investigating and Disciplinary Committee's recommendation for dismissal and prepare a report for Council. This report should contain a clear rationale if the Independent Panel disagrees with the recommendation to dismiss.

(4) Frequency of meetings

Meetings of the Committee will be convened when required

(5) Quorum

The quorum of the Independent Panel is 2.