

Joint Negotiating Committee for Chief Executives of Local Authorities

**To: Chief Executives in England (Wales and N Ireland for information)
(copies for s151 Officer, Monitoring Officer, Finance Director and HR Director)
Regional Directors
Members of the Joint Negotiating Committee**

15 July 2017

Dear Chief Executive,

Independent Panel members: training available

Further to recent circulars informing you of the updated version of the Chief Executive's handbook (13 October 2016) and the creation of a list of nationally-approved Independent Investigators (24 April 2017), we are now writing to offer training for members of the Independent Panel.

The JNC has agreed that the Independent Panel should comprise of independent persons (at least two in number) who have been appointed by the council, or by another council, for the purposes of the council members' conduct regime under section 28(7) of the Localism Act 2011. Councils are required to issue invitations for membership of the Panel in accordance with the following priority order:

- (a) an independent person who has been appointed by the council and who is a local government elector in the authority's area
- (b) any other independent person who has been appointed by the council and
- (c) an independent person who has been appointed by another council or councils

The Independent Panel must be appointed at least 20 days before the council meeting at which consideration on whether to approve a proposal to dismiss is to be given. The appointment of Independent Panel members should, therefore, take into account their availability to undertake their role within that timescale.

It is clearly important that those appointed to the Panel should undertake appropriate training on the JNC Model Disciplinary Procedure generally and for their role as Panel members specifically. In order for the training to be timely it is imperative that we are notified immediately at the point at which the Investigating and Disciplinary Committee decides that allegations require further investigation so that the training of Panel members can be arranged.

In the first instance please contact adam.barker@local.gov.uk for further details and advice.

Yours faithfully,

Joint Secretaries

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