

**DARTFORD BOROUGH COUNCIL
ANNUAL MEETING
8 May 2013**

**STANDING COMMITTEES, BOARDS AND PANELS
OF THE COUNCIL**

**REMUNERATION AND PERFORMANCE MANAGEMENT PANEL
[Reporting lines are as detailed in these Terms of Reference]**

Chairman: Councillor J A Kite MBE
Vice-Chairman: Councillor A R Martin
Membership: Councillors A Bardoe, S P Butterfill, J S Hawkes, K M Kelly
and A R Lloyd.

**TERMS OF REFERENCE:
DELEGATED FUNCTIONS:**

1. Without prejudice to the roles and responsibilities of the Cabinet, Policy Overview Committee, the Scrutiny Committee and the Management/Employee Appraisal Process, to undertake an annual Performance Management Review of the progress and performance (including achievement) of the Managing Director, Directors and the organisation of the Council against Corporate Targets with a view to improving organisational effectiveness and the accomplishment of the Council's mission and goals and to recommend accordingly to the Cabinet any changes to Corporate Targets resulting from Performance Management Review.
2. To consider and recommend to the General Assembly of the Council pay and terms and conditions of employment of the Managing Director, Directors and Officers reporting to the Council.
3. To consider and recommend to the General Assembly of the Council on matters related to the early retirement terms and/or redundancy terms of the Managing Director, Directors and Officers reporting to the Council.
4. To act as the 'Disciplinary Panel' in accordance with Standing Order 63 'Disciplinary Action in Respect of Officers Reporting to the Council (Managing Director)' and to recommend accordingly to the General Assembly of the Council.

NB: Officers reporting to the Council in the context of this Term of Reference will exclude Directors who are Statutory Officers. The disciplining of Statutory Officers must comply with the rules detailed in Standing Order 62.