

Appointments Sub-Committee Terms of Reference

Status

The Appointment Panel is a Sub-Committee of the Council with the purpose of dealing with the appointments of Directors and Statutory Officers.

Membership and Method of Appointment

The Council will appoint the membership to the Sub-Committee which will include at least one Cabinet Member. The Panel will consist of three members adhering to the proportionality of the Council.

Chair and Vice-Chair

The appointment, by election, of the Chair of the Appointments Panel amongst those Members present shall be the first item of business of the Appointments Panel.

Attendance by Councillors Who Are Not Members of the Panel

There is no provision for attendance by non-members, in addition members are not permitted to speak under CPR 20.1.

Frequency of Meetings

Meetings of the Appointments Panel will be convened by the Chief Executive as required.

Agenda

Prior to the meeting of the Panel, the Chief Executive will, via Democratic Services, circulate to all Members on the Panel the Agenda and Reports to be considered. The provisions of Schedule 12A of the Local Government Act 1972, as amended, in respect of exempt information will apply.

Functions

1. To interview and appoint Officers to the posts at Director level within the Authority, with the exception of the S.151 Officer and the Monitoring Officer.
2. To interview and make recommendations to the Full Council for the permanent appointment of the Chief Executive as Head of Paid Service; Chief Finance Officer and the Council's Monitoring Officer role, subject to no objections being submitted by the Executive.