

PART 3 – RESPONSIBILITY AND FUNCTIONS
TERMS OF REFERENCE – APPOINTMENTS BOARD

CONTENTS

- 1. Terms of Reference**
- 2. Operating Protocol**

| COMMITTEE | APPOINTMENTS BOARD |
|--------------------------------------|---|
| MEMBERSHIP | Leader of the Council (or Deputy), Opposition Leader (or Deputy), Chairmen (or Vice-Chairmen) of the Strategy and Resources and the Performance, Governance and Audit Committees, plus two other named Members appointed by the Council (political balance provisions shall apply). |
| LEAD OFFICER | Head of Paid Service |
| OFFICERS / UNITS PRIMARILY REPORTING | Head of Paid Service / Corporate Directors |
| SUB-COMMITTEE | None |

1. TERMS OF REFERENCE

- 1 The appointment of the following:
 - (a) Head of Paid Service;
 - (b) Section 151 Officer (Chief Financial Officer);
 - (c) Monitoring Officer;
 - (d) Directors;

- 2 To consider and report to the Council on appropriate levels of pay for the Director posts.

2. OPERATING PROTOCOL

- 1 The Board will meet in accordance with arrangements determined by the Council and these are described in Article 6 of this Constitution.

- 2 The Board shall be advised by the Head of Paid Service or a Director as appropriate and by a suitably experienced Human Resources Officer provided they did not prepare the report under consideration.

- 3 In the event that the Board needs to make a decision about the appointment of Directors within its terms of reference, and that conflicting advice has been given to

PART 3 – RESPONSIBILITY AND FUNCTIONS

the Board by the in-house Professional teams, Board should seek independent advice at the earliest opportunity to avoid any undue delays in the appointment process.

- 4 In all other respects and as appropriate, the Council and Committee Procedure Rules will apply.