

## PART 3 – RESPONSIBILITY AND FUNCTIONS

### TERMS OF REFERENCE – APPOINTMENTS BOARD

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| COMMITTEE                            | APPOINTMENTS BOARD  |
|--------------------------------------|---|
| MEMBERSHIP                           | Leader of the Council (or Deputy), Opposition Leader (or Deputy), Chairperson (or Vice-Chairperson) 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 / Chief Officers   |
| SUB-COMMITTEE                        | None  |

#### 1. TERMS OF REFERENCE

- 1 To recommend to the Council on the appointment of the following:
  - (a) Head of Paid Service;
  - (b) Chief Executive.
- 2 To appoint the following:
  - (a) Section 151 Officer;
  - (b) Monitoring Officer;
  - (c) Chief Officers (as set out in Article 10)
- 3 To consider and report to the Council on appropriate levels of pay for the Chief Executive.

#### 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 Chief Officer 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 posts within its terms of reference, and that conflicting advice has been given to 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.