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), 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.