

Appointment Panel Terms of Reference:

The Appointment Panel is a formal sub-committee of Council and is created to:

- (a) consider the arrangements for the recruitment of a Chief Executive Officer;
- (b) draw up a statement specifying the duties of the post and any qualifications or qualities to be sought in the person to be appointed;
- (c) make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it;
- (d) confirm proposed arrangements for interview and selection; and
- (e) interview shortlisted applicants and make a recommendation to Council for the appointment of the most suitable applicant.

The Director of Support Services and Monitoring Officer will provide technical support to Members of the Panel and lead on the recruitment process.

The Appointment Panel will consist of three Members, at least one of which must be an Executive Member. In the interest of political balance one Member of the panel will be from the opposition group. A deputy for each political group may also be appointed.

The Appointment Panel will be dissolved when the successful applicant has been offered the role of Chief Executive Officer, has accepted the position, and confirmed it in writing.