

## **Appendix A**

### **Appointment Panel Terms of Reference:**

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

- (a) Consider and agree suggested questions for interview and selection testing.
- (b) interview shortlisted applicants and select the most suitable applicant for appointment and nominate a second-place applicant in the event that the first-choice applicant does not accept the post.

The Assistant Chief Executive Officer will provide technical support to Members of the Panel and lead on the recruitment process.

The Appointment Panel will consist of four Members, at least one of which must be an Executive Member and in order to be politically balanced, one Member will be from the largest minority group;

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