

APPENDIX A

MEETINGS OF THE CHIEF OFFICER APPOINTMENTS PANEL

1. Purpose

The remit of the Panel is to exercise the Council's function of the appointment to the statutory posts of Chief Executive and Monitoring Officer.

2. Membership

a) **Appointment.** The Panel shall;

- i. be established only for the duration of the process of the appointment associated with the delegated authority of the Panel;
- ii. consist of three members appointed in accordance with the proportionality rules of the Local Government and Housing Act 1989. At least one member of the Panel shall be a member of the Cabinet in accordance with Part 4(8) of the Constitution; and
- iii. no member shall be a member of the Panel or take part in the appointment process unless he or she has undertaken training in recruitment and selection.

b) **Chairman.** The Chairman and Vice Chairman shall be appointed by the Panel at its first meeting.

c) **Quorum.** Except where authorised by a statute or ordered by the Council, business shall not be transacted at a meeting unless two (2) members are present.

3. Proceedings

The proceedings of the Panel shall conform to all relevant Standing Orders associated with its remit (contained in the Council Procedure Rules, Access to Information Rules and Employment Procedure Rules), except that where a part of the meeting for which there is or is likely to be no access to the press or public for reasons of the matter being confidential or exempt under the Access to Information Rules:

- the reports which are marked "not for publication" shall not be circulated amongst Members other than the Members of the Panel, unless the proper officer is satisfied that the Member concerned has demonstrated a need to know; and access to those parts of meetings shall not be open to Members

other than the Members of the Panel unless the Chairman is satisfied that the Member concerned had demonstrated a need to know.