

Appendix Five

Proposed Terms of Reference

Appointment Panel: Chief Executive, Head of Paid Service, (including Returning Officer and Electoral Registration Officer)

1. To review the current salary based on the market, the size and the scope of the Authority. To recommend any change in salary to Full Council.
2. To review and agree the requirements for the role as defined in the job description person specification.
3. To agree the recruitment and selection process and timetable.
4. To decide on a long list of candidates.
5. To decide on a short list of candidates.
6. To form the final interview panel and decide on the most suitable candidate for the role.
7. To make a recommendation to Full Council for appointment of the most suitable candidate to the role.
8. Consideration of any interim arrangements required in relation to the roles of Chief Executive, Head of Paid Service, Returning Officer and Electoral Registration Officer that may be required and recommends to Full Council such interim arrangements as are considered appropriate.