

**Terms of Reference**

**Appointment Panel: Chief Executive and Head of Paid Service, (including Returning Officer and Electoral Registration Officer); and Director of Resources and Section 151 Officer**

**In relation to each post:**

1. To review the current salary based on the changing market, the reduced size and the scope of the Authority and its workforce and the revised roles and grades of staff. To recommend any change in salary to Full Council (as deemed appropriate).
2. To review and agree the requirements for the role as defined in the job description and 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, and Director of Resources and Section 151 Officer, and recommend to Full Council such interim arrangements as are considered appropriate.