

Appointments Committee

Terms of Reference

Adopted: [Month] [Year]

Introduction

The terms of reference were first adopted [date of adoption at committee] and last amended [date of adoption of last amendment at committee].

Minor changes to the Terms of Reference may be made by the Monitoring Officer.

Role and Functions

Adopting and exercising such of the functions of Woking Borough Council as can be delegated by those councils in respect of the appointment of the councils' Chief Executive/Head of Paid Service and any Statutory Officer and Strategic Director posts as are covered by the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended) or any successor regulations.

Appointment of Chief Executive/Head of Paid Service (i) Subject to (ii) below, to undertake and determine on behalf of the councils all aspects of the process for the recruitment and selection of the Chief Executive/Head of Paid Service, including final approval of the terms and conditions of employment (based on current provisions) for that post (ii) The final decision as to the appointment of the Chief Executive/Head of Paid Service shall be reserved to a full council meeting, and subject to no material or well-founded objection to the making of an offer of appointment being received by the Leader (iii) To be responsible for ad-hoc employment matters affecting the Chief Executive/Head of Paid Service post

Appointment of any Statutory Officer posts (i) Subject to (ii) below, to undertake and determine on behalf of the council all aspects of the process for the appointment of any Statutory Officer posts (ii) The final decision as to the appointment of any Statutory Officer posts shall be reserved to a meeting of full Council and, where the provisions of Part II of Schedule 2 to the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended) apply to any such appointment, subject to no material or well-founded objection to the making of an offer of appointment being received by the Leader of the Section 151/Chief Finance Officer and Monitoring Officer (iii) To be responsible for ad-hoc employment matters affecting any Statutory Officer posts

Appointment of any other member of the Corporate Leadership Team (i) Subject to (ii) below, to undertake and determine on behalf of the councils all aspects of the process for the appointment of any other member of the Corporate Leadership Team (ii) The appointment of any other member of the Corporate Leadership Team shall be subject to no material or well-founded objection to the making of an offer of appointment being received by either Leader (iii) To be responsible for ad-hoc employment matters affecting any other member of the Corporate Leadership Team.

Membership

Appointments shall be made in accordance with the Local Government (Committees and Political Groups) Regulations 1990

The Appointments Committee shall comprise the Leader or Deputy Leader plus four Members of the Council (one of whom will be the Leader of Woking's Principal Opposition Group).

Quorum

The quorum shall be 3.

Chairman

CHAIRMAN: The Appointments Committee shall be chaired by the Leader

Meetings of the Appointments Committee

The Appointments Committee shall meet as and when required.

The Appointments Committee shall be serviced by committee staff from the council hosting the relevant meeting.

MEETINGS OF THE APPOINTMENTS COMMITTEE SHALL BE CONDUCTED IN ACCORDANCE WITH THE FOLLOWING PROCEDURE:

1. A meeting of the Appointments Committee shall be summoned by the relevant officer of the Council hosting the meeting who shall give a minimum of five clear working days' notice (or less in the case of urgency);
2. Meetings of the Appointments Committee shall be held in public except in so far as the matters for decision relate to issues which can be dealt with in private in accordance with Section 100A (4) and (5) of the Local Government Act 1972 (as amended);
3. The Appointments Committee shall have no function or power delegated to it in any circumstance where a majority decision cannot be made without the need for the chairman or person presiding having to exercise their second or casting vote;
4. The order of business at meetings of the Appointments Committee shall include the following: (a) Apologies for Absence (b) Disclosures of Interest (c) Adoption of the Minutes of the previous meeting (d) Matters set out in the agenda for the meeting (e) Matters not set out in the agenda for the meeting but which the chairman agrees pursuant to Section 100B (4) (b) of the Local Government Act 1972 (as amended) should be considered at the meeting as a matter of urgency;
5. Any matter will be decided by a simple majority of those members of the Appointments Committee present and voting at the time the question was put. A vote shall be taken either by show of hands or, if there is no dissent, by the affirmation of the meeting.