

## **The Appointments Panel – Terms of Reference (Adopted March 2023)**

### **1.0 Introduction**

- 1.1 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.
- 1.2 Significant changes to the Terms of Reference must be approved by Council. Minor changes may be made by the Monitoring Officer.

### **2.0 Role and Functions**

- 2.1 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.
- 2.2 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.
- 2.3 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.

### **3.0 Membership**

- 3.1 Appointments shall be made in accordance with the Local Government (Committees and Political Groups) Regulations 1990.
- 3.2 The Appointments Panel shall comprise the Leader or Deputy Leader plus four Councillors (one of whom will be the Leader of Woking's Principal Opposition Group).

#### **4.0 Quorum**

4.1 The quorum shall be three (3).

#### **5.0 Chair**

5.1 The Appointments Panel shall be chaired by the Leader.

#### **6.0 Meetings of the Appointments Panel**

6.1 The Appointments Panel shall meet as and when required.

6.2 The Appointments Panel shall be serviced by Democratic Services.

6.3 Meetings of the Appointments Panel shall be conducted in accordance with the following procedure:

1. A meeting of the Appointments Panel shall be summoned by the relevant Officer of the Council hosting the meeting who shall give a minimum of five (5) clear working days' notice (or less in the case of urgency).
2. Meetings of the Appointments Panel 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 Panel shall have no function or power delegated to it in any circumstance where a majority decision cannot be made without the need for the Chair or person presiding having to exercise their second or casting vote.
4. The order of business at meetings of the Appointments Panel 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 Chair 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 Panel 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.