

SENIOR OFFICER APPOINTMENT COMMITTEE

A REMIT AND POWERS

- 1 To select, interview and appoint candidates to vacancies for the posts of Chief Executive, Depute Chief Executive and Head of Service, and in particular:-
 - to select a long leet of candidates for assessment,
 - from the long leet, to select a short leet for interview,
 - to conduct interviews of short leet candidates, and
 - to select and appoint the successful candidate.

B MEMBERSHIP

- 1 5 members (3 Labour, 1 SNP, 1 Conservative).
- 2 Members require to undergo appropriate training arranged by the Clerk.

C QUORUM

- 1 3 members.

D SUBSTITUTES

- 1 Substitutes allowed, drawn from all Elected Members of the Council who have undergone appropriate training arranged by the Clerk.

E MEETINGS (SUBJECT TO STANDING ORDER 41)

- 1 *Ad hoc* meetings when required to deal with appointments referred to it by the Council.
- 2 . Meetings of the Committee take place on dates fixed by the Clerk, in consultation with the Chair, or on dates fixed by the Committee at its earlier meetings.

F REPORTING ARRANGEMENTS

- 1 Minutes to be reported to the next meeting of the Committee.
- 2 Appointments made by the Committee are to be reported to the next available meeting of the Council by the relevant Depute Chief Executive.

G MISCELLANEOUS

- 1 The Chief Executive, as Head of Paid Service, has delegated powers to appoint employees up to but not including Heads of Service.
- 2 The appointments of Chief Executive, Depute Chief Executive and Heads of Service are reserved to the Council, but the Council may choose to delegate that power to this Committee, or to officers.
- 3 The Committee conducts the business referred to it by the Council through one meeting, albeit that meeting will be adjourned from time to time. Substitutes are allowed at any stage in the procedure (subject to B.2 and D, above), notwithstanding that the Committee may re-convene with different members in attendance. All reasonable efforts should be made however to have continuity of membership throughout the process for each appointment.
- 4 The Chief Executive or his nominee(s) shall attend meetings of the Committee for all appointments, and the relevant Depute Chief Executive shall attend meetings of the Committee for appointments of Head of Service. They shall be entitled to participate in discussions at meetings of the Committee (other than in the interview process itself) when invited to do so by the Chair.

- 4 At or prior to the first stage meeting of the Committee, copies of the application forms for all candidates shall be issued to members.
- 5 At the first stage meeting the Committee shall:-
 - consider the procedure and process to be followed, including the need for a second stage meeting, fixing of a timetable and the assessment and interview processes, and
 - agree the long or short list of candidates for assessment and reserve candidates if so advised.
- 6 At the second stage meeting (if required) the Committee shall:-
 - hear a verbal report from the Chief Executive or his nominee(s) on the outcome of the assessment process,
 - agree the short list of candidates for interview, and
 - agree a presentation topic for candidates selected for interview, as recommended by the Chief Executive or his nominee(s).
- 7 At the final stage meeting the Committee shall:-
 - agree questions for each member to ask each candidate from a list supplied by the Chief Executive or his nominee(s)
 - conduct interviews
 - appraise the performance of each candidate at interview
 - cast a vote for one of the candidates, with the Chair having a casting vote in the event of a tie
 - select the successful candidate and instruct the Chief Executive to secure his or her appointment to the post.
- 8 Notwithstanding the votes cast, the members of the Committee shall support the appointed candidate as if the vote had been unanimous.