

NOTES FOR RECONVENED APPOINTMENT COMMITTEE FOR SHORT-LISTING FOR APPOINTMENT OF CHIEF EXECUTIVE / CORPORATE DIRECTOR, RESOURCES / DIRECTORS / ASSISTANT DIRECTORS /CHIEF OFFICERS

1. The Lead Officer to open meeting setting out purpose of the Committee and the appointment process, with a reminder of the need to elect a Chair who will preside over the two stages of the appointment.
2. A Member to propose a nomination for Chair (past practice has been that the Leader / Lead Cabinet Member be appointed as Chair) which needs to be seconded by another Member of the Committee.
3. Chair reminds Members of the Committee of the need to offer comments on the list of candidates based on their personal review of applications (applications having been sent out with this note) and the results of the assessment process which will be presented by the Advisor and /or Lead Officer for discussion at the meeting.
4. Lead Officer / Advisor talks through the assessment centre report each candidate in turn answering any questions relating to the assessment raised by any Member of the Committee.
5. Members discuss the information received and consider who should go through to the final Appointment Committee.
6. Agreement is sought from Committee on the candidates to be included for the final stage of the process.
7. Lead officer / Advisor answers any queries relating to the next stage of the assessment.
8. Chair confirms the outcome of the discussion by listing the candidates being taken through to the next stage – the Appointment Committee.
9. Lead officer confirms the Appointment Committee details including date and timings based on the number of candidates confirmed by the shortlist committee.
10. Chair concludes the Committee.