

## DRAFT PROTOCOL

### Action

### Officer Responsible

Membership of Officers' Appointment Committee for each Appointment: agree this with the Leader of the Cabinet and with the Group Leader(s) of other Group(s) represented on Officers' Appointment Committee.

Director of Corporate Services

Date of meeting of the Officers' Appointment Committee for selection and appointment: agree this with the Chairman of Officers' Appointment Committee after investigating availability of all Committee members.

Director of Corporate Services in consultation with Chief Executive and 'second tier' appointments only appropriate Chief Officer

Date of shortlisting meeting of Officers' Appointment Committee: agree this with Chairman of Officers' Appointment Committee after investigating availability of those involved in shortlisting.

Director of Corporate Services in consultation with Chief Executive and 'second tier' appointments only appropriate Chief Officer

Person Specification: agree this with Chairman of Officers' Appointment Committee before publication of advertisement and production of Information Pack.

Director of Corporate Services and Chief Executive and 'second tier' appointments only appropriate Chief Officer

Selection process: agree this with Chairman of Officers' Appointment Committee.

Director of Corporate Services and Chief Executive and 'second tier' appointments only appropriate Chief Officer

Present to Officers' Appointment Committee for shortlisting a long list of candidates drawn from those who outwardly meet the Person Specification, and selected by reference to their match with the Specification.

Director of Corporate Services and Chief Executive and 'second tier' appointments only appropriate Chief Officer

Draw up short list.

Officers' Appointment Committee

Present references to Officers' Appointment Committee prior to appointment being made.

Director of Corporate Services

### Proposed Timescale

1. Long list of candidates to be sent to Officers' Appointment Committee at least three working days prior to short listing meeting of the Committee.
2. Selection process to be held no less than ten working days following short listing meeting to enable references to be obtained and presented to Officers' Appointment Committee when it meets at outset of selection process.