

## ABERDEEN CITY INTEGRATION JOINT BOARD (IJB)

<b>Title</b>	Appointments Panel Committee Terms of Reference		
<b>Lead</b>	Chief Officer		
<b>Date</b>	1 <sup>st</sup> July 2025	<b>Version</b>	1.0

<b>Quorum</b>
Two Voting members, one from each constituent authority

<b>Composition of the Committee</b>
<p>The Committee shall comprise;</p> <p>The Chair of the IJB Vice Chair of the IJB Chair of Clinical Care and Governance Committee** Chair of Risk Audit and Performance Committee**</p> <p>Advisers to the Committee;</p> <p>Chief Officer of the IJB* Chief Executives of Aberdeen City Council and NHS Grampian** HR advisers from Aberdeen City Council and NHS Grampian Chief Finance Officer, Aberdeen City Council or NHS Grampian*</p> <p><i>*for the recruitment of the Chief Finance Officer</i> <i>**for the recruitment of the Chief Officer</i></p> <p>In the absence of the Chair or Vice Chair of the IJB, a voting member of the IJB from the relevant constituent body, shall substitute for the Chair or Vice Chair of the IJB at the Appointments Panel Committee.</p> <p>A HR Adviser shall act as Chair of the Committee.</p>

<b>Matters reserved to the Committee</b>
<p>The Appointments Panel Committee shall;</p> <ol style="list-style-type: none"><li>1) Approve the job profile of the Chief Officer and/ or Chief Finance Officer</li><li>2) Approve the selection process for any recruitment;</li><li>3) Agree the timeline for the recruitment and selection process;</li><li>4) Consider the outcomes of any assessment centre process;</li><li>5) Participate in and undertake, final selection interviews of candidates;</li><li>6) Agree the appointments of the Chief Officer and/or Chief Finance Officer, on behalf of the IJB; and</li><li>7) Be consulted on any interim appointments.</li></ol>