

Appointments made by the Senior Management Employment Committee and the Senior Management Employment Sub-Committee

Guidance on meeting outcomes following candidate interviews

1. Summary

This guidance clarifies the role of the Committee or Sub-Committee when it meets to interview candidates.

2. Meeting outcomes following candidate interviews

The interviews take place in the context of a formal, legally constituted meeting, which means that the decision must be made by a majority of members present and voting, with the person presiding at the meeting having a casting vote if necessary. The meeting **must** result in a decision to take one of three potential courses of action, as set out below:

i. Make an appointment

The meeting identifies a suitable candidate from amongst those interviewed and expresses a view on remuneration. The appointment process is progressed by officers following the meeting.

ii. Do not make an appointment

The meeting does not identify a suitable candidate from amongst those interviewed. The process to determine next steps may be decided by the meeting or be progressed by officers following the meeting.

iii. Adjourn the meeting and defer the decision on whether or not to make an appointment

The meeting decides that it needs more information before deciding whether or not to appoint one of the candidates interviewed. The meeting **will need to be reconvened with identical membership** once this information has been obtained.

The information required must be specified by Members at the meeting and recorded in the minutes. If possible, a date to reconvene should also be agreed at the meeting, but officers will progress this subsequently if necessary.

**Democracy Team
September 2020**