

CIVIL NUCLEAR POLICE AUTHORITY

SENIOR APPOINTMENTS COMMITTEE

Terms of Reference

PURPOSE OF COMMITTEE

To ensure on behalf of the Authority that senior appointments support its business requirements.

SPECIFIC RESPONSIBILITIES

- 1. The recruitment / interview process and the submission of recommendations to the Authority as to the most suitable appointments in respect of the post of Chief Executive Officer / Chief Constable, Capability Director / Deputy Chief Constable and an Operations Director / Assistant Chief Constable, subject to the approval of the Secretary of State; the post of CNC's Business Director, any other appointments to the Senior Executive Team¹ and the Head of Executive Office and Legal Services.**
- 2. The remuneration, development and management of the Chief Executive Officer / Chief Constable, and having first consulted with the Chief Executive and considered his/her recommendations, relating to the management, remuneration and development of the Capability Director, Operations Director, Business Director, Head of Executive Office and Legal Services any other posts in the Senior Executive Team¹, save for the following matters which are the responsibility of the Authority:**
 - 2.1 Agreeing remuneration policies, pay scales and bonus ranges.
 - 2.2 Determining the renewal or extension of any fixed term appointments.
 - 2.3 Any decision to be taken under Schedule 11 to the Act or generally concerning the removal and/or suspension of the holders of these posts.
- 3 Monitoring and as required recommending actions to the Authority in respect of:**
 - Items 2.1, 2.2 and 2.3 detailed above;
 - Senior Officer and other senior employee employment and retention policies and strategies;
 - Oversight of senior leadership, development and succession planning across the organisation;

¹ The Senior Executive Team currently comprises the Chief Executive Officer / Chief Constable, the Capability Director, the Operations Director, the Business Director and the People Programme Director.

SAC Terms of Reference endorsed by Authority 24.11.15

- Ensuring that rigorous performance management and personal development mechanisms are in place for and executed by the Senior Executive Team¹ and other senior employees.

4 To recommend or advise the Authority in respect of:

- Major changes to pay and conditions of the Senior Executive Team¹ and other senior employees.
- Transfer and removals policy for the Senior Executive Team¹ and other senior employees.

COMMITTEE CHAIR RESPONSIBILITIES

1. Lead the SAC, ensuring its effectiveness and setting its Agenda. Be available to any member wishing to consult on any matter within the Committee's remit.
2. Convene a meeting of the Committee as required or if so requested by the Authority or by any member of the Committee.
3. Determine an appropriate course of action with any member who declares a potential or actual conflict of interest.

COMMITTEE MEMBERSHIP

1. The members of the Committee are: the Chairman of the Authority (who chairs the SAC) and at least two Authority Members.
2. The Committee will be deemed to be quorate when it is attended by the Chair and at least one member of the Authority.
3. The Chief Executive Officer / Chief Constable or such other persons as may be deemed appropriate may attend in an advisory capacity at the invitation of the Chair.

MEETINGS

1. The Committee will normally meet at least four times a year.
2. The Committee meetings will normally be attended by the Chief Executive Officer / Chief Constable, the Head of Executive Office and Legal Services and the Head of Human Resources.
3. The Chairman in consultation with committee members may ask others to attend meetings to assist with its discussions as appropriate. The Committee may at any time ask those who attend meetings but are not members of the Committee to withdraw to facilitate open and frank discussion of any matter.

ADMINISTRATION

1. The Secretariat of the SAC will be designated by the Committee.
2. The agendas for meetings will be determined by the Chair.

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3. Papers will be circulated at least five working days in advance of a meeting. Papers may be taken for approval out of committee with the approval of the Chair.
4. Minutes will be approved by the Chair and issued to members in final draft form within two weeks of the meeting.

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