



**CIVIL NUCLEAR POLICE AUTHORITY**  
**SENIOR APPOINTMENTS COMMITTEE**

**Terms of Reference**

**1. PURPOSE**

The function of the Senior Appointments Committee is to:

- i. Undertake the selection process, appointment and dismissal processes for senior officers and executives within the CNPA and CNC.
- ii. To ensure on behalf of the Authority that senior appointments support its business requirements.
- iii. Discharge the duties and responsibilities of arrangements provided for in the BEIS/CNPA MoU and Framework and delegated by the Authority.

**2. SPECIFIC RESPONSIBILITIES**

- 2.1 To determine and oversee the recruitment/interview process and the submission of recommendations to the Authority and BEIS as to the most suitable appointments in respect of the posts, and subject to the approval of the Secretary of State, for
  - Chief Executive Officer/Chief Constable/Accountable Officer
  - Capability Director/Deputy Chief Constable
  - Operations Director/Assistant Chief Constable
- 2.2 To determine and oversee the recruitment/interview process and the submission of recommendations to the Authority as to the most suitable appointments in respect of the posts of:
  - Corporate Services Director
  - Director of People and Organisational Development
  - Director of Governance, Compliance and Legal Services
  - Any other appointments to the Senior Executive Team<sup>1</sup>
- 2.3 To advise and recommend to the Authority on matters relating to the remuneration, development and management of the Chief Executive Officer/Chief Constable/Accountable Officer.
- 2.4 In consultation with the Chief Constable/Chief Executive/Accountable Officer and considering his/her recommendations, to advise and recommend matters relating to the management, remuneration and development of the Capability Director, Operations Director, Corporate Services Director, Director of People and Organisational Development, Director of Governance, Compliance and Legal Services and any other posts in the Senior Executive Team<sup>1</sup>.

<sup>1</sup> The Senior Executive Team currently comprises the Chief Executive Officer/Chief Constable/Accountable Officer, the Capability Director/DCC, the Operations Director/ACC, the Corporate Services Director, the Director of People and Organisational Development and Director of Governance, Compliance and Legal Services. 1

- 2.5 In respect of these posts, the following matters are specifically reserved to the Authority (on the advice of SAC as appropriate):
- Remuneration policies, pay scales, bonus ranges and rates of pay.
  - The creation, renewal or extension of any fixed term appointments.
  - 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.
  - Complaints and/or grievances against Senior Officers/Executives
- 2.6 Monitoring and, as required, recommending actions to the Authority in respect of:
- Senior Officer and other senior employee employment and retention policies and strategies;
  - Oversight of senior leadership, development and succession planning across the organisation;
  - Ensuring that rigorous performance management and personal development mechanisms are in place for, and executed by, the Senior Executive Team<sup>1</sup> and other senior employees.
- 2.7 To recommend or advise the Authority in respect of:
- Major changes to pay and conditions of the Senior Executive Team<sup>1</sup> and other senior employees.
  - Transfer and removals policy for the Senior Executive Team<sup>1</sup> and other senior employees.

### **3. COMMITTEE CHAIR RESPONSIBILITIES**

The Committee Chair will be Chair of the Civil Nuclear Police Authority in accordance with BEIS/CNPA MoU and Framework and will:

- Lead the Senior Appointments Committee and ensure that the business of the Committee is dealt with efficiently, effectively and compliant with the appropriate responsibilities delegated down by the Authority and any policies and/or procedures associated with the recruitment, appointment, remuneration, development and dismissal of senior officers and executives of the CNPA and CNC.
- Convene a meeting of the Committee as required or if so requested by the Authority or by any Member of the Committee.
- Determine an appropriate course of action with any Member who declares a potential or actual conflict of interest.

### **4. MEMBERSHIP AND ATTENDANCE**

The Senior Appointments Committee will normally comprise of the Chair of the Authority and three (3) Authority Members.

The Committee will be deemed to be quorate when the Chair and two (2) Members of the Committee are in attendance. In the event that two (2) Members are not available for a meeting; the Authority may substitute for other Authority Members.

The Committee may invite the Chief Executive/Chief Constable/Accountable Officer or such other persons as deemed appropriate to attend in an advisory capacity and at the invitation/discretion of the Chair.

The Director of Governance, Compliance and Legal Services will attend the Committee in an

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Advisory Capacity to the Chair and Members.

The Committee may at any time ask those who attend meetings but who are not Members of the Committee to withdraw to facilitate open and frank discussion of any matter.

## **5. MEETINGS**

The Committee will normally meet at least four times a year or as appropriate to accommodate the recruitment, appointment, remuneration or dismissal process.

The Authority of Chief Constable/Chief Executive/Accountable Officer may also seek to ask the Committee to convene a meeting to discuss particular issues as appropriate to the remit of the Senior Appointments Committee.

## **6. ADMINISTRATION**

The Secretariat of the Senior Appointments Committee will be nominated by the Director of Governance, Compliance and Legal Services.

The Chair will set the Agenda with support from the Director of Governance, Compliance and Legal Services and/or Chief Executive/Chief Constable/Accountable Officer as appropriate.

Agenda Items and Papers will be circulated electronically five (5) working days in advance of a meeting.

Papers may be taken for Decision out-of-committee with the approval of the Chair but reported to the next meeting.

Formal Minutes of the Committee meeting will be written in DRAFT and submitted to the Committee Members to review and comment no later than seven (7) working days after the meeting and then circulated to the wider Members of the Authority no later than ten (10) working days from the meeting.

Actions from the Committee meeting will be written in DRAFT and submitted to the Committee Members to review and comment no later than seven (7) working days after the meeting and then circulated to the wider Members of the Authority no later than ten (10) working days from the meeting.

A Decision Log will be established, maintained, updated and issued at every Committee meeting as a reference.

## **7. VOTING/DECISION MAKING**

The Committee will normally adopt a consensus approach to decision making.

If all Committee Members cannot achieve consensus then any Member may ask for a vote to be taken. In such cases the majority of Members voting in favour will determine the decision. Where the vote is split and insufficient members are present to achieve the required level of votes, the deciding vote will be with the Chair of the Committee.

As specified in the BEIS/CNPA MoU and Framework, only Members of the Authority are entitled to vote.

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## 8. APPROVAL OF TERMS OF REFERENCE AND DATE OF NEXT REVIEW

The Senior Appointments Committee were approved by:

The Authority Terms of Reference were approved by:

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Vic Emery  
On behalf of Civil Nuclear Police Authority (Board)

on

**31<sup>st</sup> March 2021**

The Terms of Reference will be reviewed and re-submitted to the Civil Nuclear Police Authority for Approval 12 months/1 year of this date.

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