

**DARTFORD BOROUGH COUNCIL
ANNUAL MEETING
8 May 2013**

**STANDING COMMITTEES, BOARDS AND PANELS
OF THE COUNCIL**

**APPOINTMENTS PANEL
[REPORTING TO COUNCIL]**

Chairman: Councillor J A Kite
Vice-Chairman: Councillor A R Martin
***Membership:** Councillors J P Adams, S H Brown, R Bryant, S P Butterfill,
D A Hammock and Mrs N C Wightman.

**[membership must include one Cabinet member]*

TERMS OF REFERENCE:

A. DELEGATED FUNCTIONS:

1. To be the interviewing body in relation to the recruitment of the Head of Paid Service and Officers reporting to the Council as defined in Standing Order 60 (Recruitment/Appointment of Statutory Officers and Officers reporting to the Council).
2. To draw up a statement specifying the duties of the post concerned and any qualifications or qualities required of the applicant.
3. To advertise the post in such a way as to encourage applications from suitable candidates.

B. REFERRED FUNCTION:

To recommend accordingly to the Council on the appointment of Statutory Officers and Officers reporting to the Council.