

Appendix 2 – Draft Appointment Panel Terms of Reference

The Appointment Panel shall undertake the following functions:

- (i) selecting a preferred candidate, for recommendation to TfN Board, for the role of Chief Executive and Head of Paid Service, including considering applications, forming a longlist and a shortlist, and conducting interviews;
- (ii) recommending to TfN Board, before any offer of appointment is made by TfN, a preferred candidate for appointment to the role of Chief Executive and Head of Paid Service;
- (iii) agreeing, where necessary, an Interim Chief Executive Role Profile and recruitment process for appointing an Interim Chief Executive; and
- (iv) Where necessary, selecting and recommending for appointment a preferred interim candidate for the role of Chief Executive and Head of Paid Service.

Membership

The Appointment Panel shall consist of such membership as Transport for the North Board shall determine. On 14 January 2021 Transport for the North Board determined the membership as: Councillor Louise Gittins (TfN Vice Chair), Mayor Ben Houchen (TfN Vice Chair), Cllr Keith Aspden (City of York Representative), Peter Kennan (SCR LEP Representative), Emma Ward (DfT) and John Cridland (TfN Chair).

Each member of the Appointment Panel shall, in circumstances where they are unable to act, be permitted to nominate a Substitute Member, provided such person is a member or co-opted member of Transport for the North Board (or other DfT representative in the case of the DfT Panel member); in such circumstances, the member shall notify the Monitoring Officer of the Substitute Member nominated. Where a Member or Substitute Member attends the interview of a Candidate only that Member or Substitute Member may take any further part in the appointment process and after that point no Substitute Member may be appointed.

Chair

The Appointments Panel shall be chaired by the Chair of TfN Board. If the Chair of the TfN Board is not present at any Appointments Panel meeting, the members of the Appointments Panel who are present shall elect a chair from amongst their number, each Board Member present having one vote.

Quorum

Any such meetings (and associated decisions) of the Appointment Panel will only be considered Quorate if all members of the Appointment Panel (or their nominated substitute member) are present.

Rules of Debate, Voting and Procedure

Except where incompatible with the above, and as applicable, TfN's Procedure Rules as contained in its Constitution and Recruitment & Selection Policy shall apply.

Any decision of the Appointment Panel to recommend a candidate to the TfN Board must be unanimous and the normal voting provisions set out in the Constitution shall not apply.