

## **12. MEMBERSHIP OF THE APPOINTMENT PROCESS PANEL (JS)**

### **1. Purpose of the report**

To confirm the membership of the Member Appointment Process Panel.

#### **Key Issues**

- **The Authority has established a Panel to oversee the process for making appointments to key positions at the Annual Meeting each year.**
- **In the run up to the Annual Meeting on 7 July the Authority are asked to appoint four Members to the Panel; two Local Authority Members, one Parish Member and one Secretary of State Member.**
- **Any Members who are considering being nominated to the roles of Chair or Deputy Chair of the Authority or as a Chair or Vice Chair of a Standing Committee should not participate in the work of the Panel.**

### **2. Recommendations(s)**

- 1. To appoint four Members to the Member Appointment Process Panel.**

#### **How does this contribute to our policies and legal obligations?**

3. There is no legal requirement to have a Member Appointment Process Panel. However in previous years the Panel has proved to assist decision making at the Authority's Annual Meeting by Panel Members attempting to resolve any potential issues before the meeting. This contributes to the "Our Organisation" cornerstone in the Corporate Plan by developing our organisation so it has a planned and sustained approach to performance at all levels by developing and maintaining appropriate standards of corporate governance and developing key business processes to underpin the Corporate Strategy.

#### **Background Information**

4. In March 2013 the Authority established a Member Appointments Process Panel to assist with appointments to key positions at the Annual Meeting.
5. The purpose of the Panel is to:
  - invite, receive and consider expressions of interests from Members in the annual appointments
  - apply the agreed existing appointment principles to identify any issues that conflict with the agreed principles
  - contact relevant Members to discuss and resolve issues if possible
  - compile a list of candidates for the appointments for consideration at the Annual meeting.
6. Following this meeting of the Authority Members will be contacted to establish their preferences regarding appointments to Committees, Sub-Committees and Advisory Groups and Key positions such as Chair and Deputy/Vice Chair positions. Towards the end of June the Panel will meet to consider the responses and check them against the following appointment principles:

1. Democratic process remains essential.
  2. Any Member should continue to be eligible to stand for election for any post and all Members should continue to have the opportunity to vote for their preferred candidates.
  3. The chosen system should foster confidence, unity and trust within the Authority.
  4. All Members should be assumed to be equally committed to the objectives of the National Park, and to have a contribution to make across the full range of the Authority's work.
  5. All Members should be considered equally for all appointments but need to maintain the overall balance between different categories of members.
  6. Anyone holding office should be seen to act on behalf of all Members in the interests of the Authority, and not be allied with one particular group or interest.
  7. All appointments should be time limited with a stipulated maximum continuous period of holding any one office to four continuous terms.
  8. Responsibility of nominated members to demonstrate to colleagues their interest and potential.
  9. Responsibility of nominated members to show that they understand what will be required of them.
  10. That we should strive to achieve a similar balance across Member Representatives and outside body appointments if possible although it is recognised this may not always be achievable and the main aim is to appoint members who have demonstrated interest and potential.
  11. That newly appointed members will not be considered for Chair or Deputy/Vice Chair position in their first year of office.
7. If there are any issues identified at the meeting, Panel Members will attempt to resolve them before the meeting. This approach has worked well in previous years and has led to quicker but more informed decision making at the Annual Meeting.

### **Proposals**

8. At the time of establishing the Panel the Authority agreed that Members seeking appointment to become the Chair or Deputy Chair of the Authority or the Chair or Vice Chair of a Standing Committee should not be a member of the Panel. In anticipation of this year's Annual Meeting, the current Panel Members have been contacted to establish whether any of them intend to be nominated for any of these positions.
9. As one or more of the current appointees have indicated that they intend to express an interest in relevant positions, the Authority is asked to reconsider appointments to the Panel before the Annual Meeting. Usually the Panel comprises of two Local Authority Members, one Parish Member and one Secretary of State Member.

### **Are there any corporate implications members should be concerned about?**

#### **Financial:**

10. None – Attendance at meetings of the Member Appointment Process Panel qualify as an approved duty so Panel Members can claim travel and subsistence. The revenue costs associated with this can be met within the 2017/18 Revenue Budget.

**Risk Management:**

11. None

**Sustainability:**

12. None

**Equality:**

13. None

**Background papers (not previously published)**

None

**Appendices**

None

**Report Author, Job Title and Publication Date**

Jason Spencer, Democratic Services Manager, 17 May 2017  
jason.spencer@peakdistrict.gov.uk