



# Senior Staff Appointments Committee

TERMS OF REFERENCE: ~~16 DECEMBER 2015~~DRAFT V170220

## Accountability

1. The Senior Staff Appointments Committee is accountable to ICAEW Council.

## Composition

2. For the appointment of the Chief Executive:
  - President or one other Office-Holder (Chair)
  - Chair of Council
  - Three members of Council appointed by the Nominating Committee
3. For the appointment of an Executive Director, other than the Executive Director, Professional Standards:
  - President or one other Office-Holder (Chair)
  - Chair of Council
  - One member of Council appointed by the Nominating Committee
  - Chair of the relevant Departmental Board ~~and for the appointment of the Executive Director Professional Standards, the Chair of the ICAEW Regulatory Board.~~
  - Chief Executive
4. For the appointment of the Executive Director, Professional Standards
  - President or one other Office-Holder (Chair)
  - Chair of ICAEW Council
  - The Chair of the ICAEW Regulatory Board.
  - The Alternate Chair of the ICAEW Regulatory Board (the chair for legal services)
  - Chief Executive
5. In the case of the Executive Director, Professional Standards, the members of Senior Staff Appointments Committee who are also members of the ICAEW Regulatory Board have the right of veto over any proposed appointment.

## Powers and Authorities

6. The Committee is responsible, on behalf of Council, for all matters relating to the recruitment and appointment of the Chief Executive and Executive Directors.
- 5.7. The Committee has the following specific responsibilities:
  - approving the job description, person specification and advertisement on each occasion a vacancy arises for the post of Chief Executive or an Executive Director;

- short-listing and interviewing candidates, on the recommendation of ICAEW's recruitment consultants, if any (and, in the case of the Executive Directors, on the recommendation of the Chief Executive);
- the formal appointment of the Chief Executive and Executive Directors.

### **Operation of the Committee**

8. The Committee will carry out its responsibilities within the framework of general duties and procedural requirements for Committees in the Governance Handbook.

9. Note - all matters relating to the remuneration of the Chief Executive and the Executive Directors fall to the Remuneration Committee.

7.10. The Committee will take account of inclusion and diversity in relation to its activities.