

PETROC

SELECTION PANEL

1. Membership

- I. Where a vacancy is for the post of Principal and CEO, the panel shall comprise of 5 External members of the Corporation, including the Chair or the Vice-Chair
- II. Where the vacancy is for any other senior post (as defined by the Board in relation to the Articles of Government), the panel shall comprise the Chair or Vice Chair, the Principal and CEO and a minimum of one External Governor.
- III. Where the vacancy is for the post of Governance Advisor, the panel shall comprise the Principal and CEO and at least two other external members of the Corporation.

2. Quorum

- I. Where a vacancy is for the post of Principal and CEO, the quorum shall be 5 members of the Corporation.
- II. Where the vacancy is for any other senior post, the quorum shall be the Principal and CEO and 2 other members of the Corporation.
- III. Where the vacancy is for the post of Governance Advisor, the quorum shall be the Principal and CEO and Chair of Corporation and two other members of the Corporation.

3. Mode of Operation

- I. The Selection Committee shall be convened when and if it is required and in compliance with the Instrument & Articles
- II. The Selection Panel will follow the processes as set out in the Recruitment and Selection Procedures and within the Safer Recruitment procedures.

4. Terms of Reference

- I. To determine the arrangements for selecting the applicants for interview.
- II. To interview the selected applicants.
- III. Where a vacancy is for the post of Principal and CEO and where the Committee considers it appropriate to do so, to recommend to the Corporation appointment of one of the applicants who has been interviewed.

Document Name: Selection Panel Draft TOR	Policy No: n/a
Approved Date: July 2023	Review Date: July 2024
Approved by: Full Governing Body	EqIA Completed: Yes
Author: Governance Advisor	Monitoring & Evaluation: Search and Governance

- IV. Where there is a vacancy senior post other than that of Principal and CEO, appropriate arrangements for selection shall be made to include Corporation Board member representation in accordance with the Selection Panel for senior post holders.
- V. The Corporation shall appoint the selection panel for senior post holders. Provided the Chair or Vice-Chair of the Corporation and another member of the Corporation is included in the panel, the appointment may be delegated to the panel, including the Principal and CEO.
- VI. At the earliest opportunity, the selection panel shall inform the Corporation about any appointments made.

Document Name: Selection Panel Draft TOR	Policy No: n/a
Approved Date: July 2023	Review Date: July 2024
Approved by: Full Governing Body	EqIA Completed: Yes
Author: Governance Advisor	Monitoring & Evaluation: Search and Governance