



WEST LOTHIAN INTEGRATION JOINT BOARD

APPOINTMENTS COMMITTEE

DOCUMENT HISTORY	
8 December 2015	Committee remit established and approved
21 January 2020	Review concluded along with other elements of Standing Orders. No changes other than Chief Officer re-titled as Chief Officer. to be reviewed again by December 2021
13 January 2022	Reviewed by Board via IJB. No changes. Review cycle in future to be triennial
27 June 2025	Review concluded along with other elements of Standing Orders. Changes regarding the recruitment, selection and appointment of Data Protection Officer and the appointment of the Chief Officer on behalf of the Board under a tripartite process for recruitment and selection. Next review to be u triennial
1 September 2026	Parargarphs 3.1 and 4.1 revised following the extension of voting rights to Lived Experience Representative Members

1 Name

- 1.1 The committee shall be called the West Lothian Integration Joint Board Appointments Committee (Appointments Committee).

2 Role and Powers

- 2.1 To undertake recruitment, by way of interview, selection and appointment to the positions of Chief Officer (formerly known locally as “Director”), Finance Officer (Section 95 Officer), Internal Auditor, Standards Officer and Data Protection Officer and also appointment to the position of Chief Officer (formerly known locally as “Director”) on behalf of the Board under a tripartite process for recruitment and selection
- 2.2 Decisions made by the Appointments Committee shall be reported to the next available meeting of the Board for ratification, unless the decision is for approval of an appointment of the Chief Officer (formerly known locally as “Director”) on behalf of the Board under a tripartite process for recruitment and selection in which case the decision shall be reported for noting only.

3 Membership

- 3.1 The voting members appointed to the Board by West Lothian Council and NHS Lothian in place when the meeting of the Appointments Committee is called.
- 3.2 Arrangements shall be made by the Clerk, in consultation with the Chair and Vice-Chair, to call to each meeting, and to have in attendance at each meeting, no more than two of the voting members for each of the council and health board.

4 Chair and Vice-Chair

- 4.1 The positions of Chair and Vice-Chair shall be appointed, from the members appointed to the committee, by the Board

5 Quorum

- 5.1 No business shall be conducted unless there are present at least half of the voting members appointed to the committee.

6 Standing Orders

- 6.1 The Standing Orders of the Board shall apply to proceedings of the committee.

7 Advice and support

- 7.1 The committee shall be entitled to call on officers of the council and the health board for the support and advice it needs to perform its remit, and those officers may attend meetings of the committee to act as advisers.

8 Minutes and reporting

- 8.1 Minutes of meetings of the committee shall be reported to the next committee meeting for approval, and to the next available of the Board for information, either in draft or approved form, as the case may be.