

Appointments Committee

Minutes of a Meeting of the Appointments Committee held in Committee Room 2, Civic Centre, Tannery Lane, Ashford on the **4th April 2017**.

Present:

Cllr. Clarkson (Chairman);
Cllr. Clokie (Vice-Chairman);

Cllrs. Mrs Dyer, Pickering.

Apologies:

Cllr. Chilton.

Also Present:

Chief Executive, Director of Development, Director of Law and Governance, Head of HR, Communications and Technology, Human Resources Manager, Personnel Advisor - Recruitment, Member Services and Ombudsman Complaints Officer.

362 Declarations of Interest

Cllr. Clarkson made a Voluntary Announcement as in the past he had worked with one of the consultancy agencies named in the report by the Head of HR, Communications and Technology in relation to recruitment proposals.

363 Minutes

Resolved:

That the Minutes of the Meetings of this Committee held on the 9th February 2017 and 22nd February 2017 be approved and confirmed as a correct record.

364 Exclusion of the Public

Resolved:

That pursuant to Section 100A(4) of the Local Government Act 1972, as amended, the public be excluded from the meeting during consideration of the following item, namely the Update on Head of Planning & Development Recruitment and Recruitment of Director of Finance & Economy, Head of Legal & Democratic Services, and Head of Policy, Economic Development & Communications, as it is likely in view of the nature of the business to be transacted or the nature of the proceedings that if members of the public were present there would be disclosure of exempt information hereinafter specified by reference to paragraphs 2 and 3 of Schedule 12A of the Act, where in the circumstances the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

365 Update on Head of Planning and Development recruitment and recruitment of Director of Finance & Economy, Head of Legal & Democratic Services, Head of Policy, Economic Development & Communications

The Chairman advised that the recent recruitment exercise for the role of Head of Planning and Development had not attracted a sufficiently wide response. Members agreed that the recruitment to this post should be included in the proposals for filling the other vacant posts under discussion.

With regard to the proposed remuneration packages for the vacant posts, Members recognised that it would be important to take advice from recruitment consultants on market remuneration levels for similar posts. Therefore, Members agreed to the proposed remuneration packages, subject to any further advice from appropriate consultants. The Head of HR, Communications and Technology advised that the Council could offer a market supplement, where necessary and justified.

Timings of the proposed dates in the process to select a recruitment consultant were brought forward, with consultants having a two week period to prepare submissions. The following amended dates were agreed:

Table 3: Proposed process to select a consultant to assist	
5 April 2017	Contact a range of suppliers to invite them to a 'market day' on w/c 24 April 2017.
w/c 10 April 2017	Contract advertised on South East Business Portal.
w/c 17 April 2017	Market day to allow prospective consultants to fact find about the council and the roles in order to prepare a proposal for the council to consider.
w/c 1st May 2017	Submission deadline (start of week). Assessment of submissions using advertised shortlist criteria.
w/c 8th May 2017	Highest scoring top three consultants invited to give a presentation to delegated group (end of week).
w/c 15th May 2017	Consultant appointment and kick-off meeting.
	Recruitment commencement and subsequent programme dependent on advice from consultants.

It was agreed that, in principle, there was no reason to have only one consultant for all four posts, and that the posts could be divided between consultants with specific skills and client bases, as appropriate. This would be considered further at the appropriate time.

Members agreed it may be possible to shortlist more than one post per meeting, based on the assumption that the consultants would provide a good shortlist, and that Members were furnished with the necessary paperwork well in advance.

The Head of HR, Communications and Technology advised that the Council would arrange a Market Day at which prospective consultants would be provided with information regarding the context of the vacancies and the Council's aims and aspirations for these posts. This would include a presentation, question and answer session, exhibition stands, access to corporate publications and videos, and an opportunity for 1-1 discussion. Consultants would be advised that the Council wanted this recruitment drive to take place promptly.

One of the Members asked for some minor text changes to be made to the job descriptions on pages 9 and 21 of the agenda.

Members agreed to delegate to the Chief Executive, the Head of HR, Communications and Technology, and nominated Members of the Appointments Committee the selection of the successful consultant(s). It was not considered essential that Directors should be involved at this time.

Resolved:

- I. To note the decision not to provide the Committee with a longlist for the Head of Planning & Development.**
- II. To approve the package, job description and person specification for the Head of Legal & Democratic Services, Head of Policy, Economic Development & Communications, and Director of Finance & Economy, subject to any further advice on remuneration packages from appropriate recruitment consultants. [Subject to Cabinet approval of the proposed senior management structure on 6 April 2017, and Council's appointment of the Chief Executive on 20 April 2017].**
- III. That the Committee approve using a specialist recruitment consultant to manage and advise on the recruitment to the Head of Legal & Democratic Services, Head of Policy, Economic Development & Communications, Director of Finance & Economy and Head of Planning & Development posts.**
- IV. That the Committee delegate to the Chief Executive in consultation with the Head of HR, Communications and Technology, and those Members of the Appointments Committee present at this meeting, the selection of the consultant(s) to ensure as expedient a process as possible.**

366 Senior Management Restructure

Members noted the proposals for the senior management restructure. It was also noted that the Head of Finance would be responsible for IT, and that the post would now be entitled Head of Finance and IT.