

## Appointments Committee

Minutes of a Meeting of the Appointments Committee held in Committee Room No.1, Civic Centre, Tannery Lane, Ashford on the **21<sup>st</sup> December 2016**

### Present:

Cllr. Clarkson (Chairman);

Cllrs. Clokie, Koowaree

### Apologies:

Cllrs. Bell, Mrs Bell, Ovenden, Powell

### Also Present:

Chief Executive, Head of HR, Communications and Technology, Member Services Manager

## 251 Declarations of Interest

Councillor	Interest	Minute No.
Clarkson	Made a "Voluntary Announcement" as Chairman and Director of A Better Choice for Property Company	254
Chief Executive	Made a "Voluntary Announcement" as Director of A Better Choice for Property Company	254

## 252 Minutes

### Resolved:

**That the Minutes of the meeting of this Committee held on the 24<sup>th</sup> July 2009 be approved and confirmed as a correct record.**

## 253 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 Post of Head of Environmental Services, 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 Paragraph 1 of Part 1 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.**

## **254 Appointment of the Head of Environmental Services**

The Committee received the report of the Head of HR, Communications & Technology which advised upon the process for carrying out the recruitment for the post of Head of Environmental Services. The report sought approval to the recruitment process, timetable, job description, person specification and salary package.

The Committee agreed proposals set out within the report subject to the job advertisement being also placed in the Guardian newspaper and other minor changes noted by the Head of HR, Communications & Technology.

### **Resolved:**

- That**
- (i) the job description, person specification and job advertisement for the Head of Environmental Services be approved, subject to the minor changes made at the meeting and including an increase in the relocation package for this post from £5,000 to £10,000.**
  - (ii) the job be advertised in the Municipal Journal, on the CIWM on-line jobs boards, the Guardian newspaper, as well as the Council's website and other cost free online sites as considered appropriate by the Chief Executive.**
  - (iii) the remuneration package and conditions of employment as outlined in the report be approved.**
  - (iv) the recruitment process and timetable be approved.**
  - (v) the Chairman of the Appointments Committee together with the Chief Executive 'sign off' the final recruitment advertisement for publication.**
  - (vi) the shortlisting meeting be held on Thursday 9 February 2017 at 4.00pm in Committee Room 1 (Fougères Room)**

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Queries concerning these Minutes? Please contact Keith Fearon:  
Telephone: 01233 330564 Email: keith.fearon@ashford.gov.uk  
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