

Appointments Committee

Minutes of a Meeting of the Appointments Committee held in Committee Room No.1, Civic Centre, Tannery Lane, Ashford on the **9th February 2017**.

Present:

Cllr. Clarkson (Chairman);

Cllr. Bell (Vice-Chairman)

Cllrs. Clokie, Mrs Dyer, Koowaree

In accordance with Procedure Rule 1.2 (iii) Councillor Mrs Dyer attended as a substitute member for Councillor Powell.

Apologies:

Cllrs. Chilton, Ovenden, Powell.

Also Present:

Cllrs. Mrs Bell, Bennett.

Chief Executive, Director of Development, Head of HR, Communications and Technology, Human Resources Manager, Personnel Adviser, Recruitment, Member Services Manager.

278 Minutes

Resolved:

That the Minutes of the meeting of this Committee held on the 21st December 2016 be approved and confirmed as a correct record.

279 Permanent Appointment of Chief Executive/Head of Paid Service

Further to the temporary secondment of the Director of Operations into the Interim Chief Executive post, the report dealt with the possible permanent appointment of the interim post holder to the post of Chief Executive/Head of Paid Service. The paper also sought approval for the Job Description and remuneration package for the Chief Executive role.

The Chief Executive left the meeting during consideration of this item.

The Chairman advised that if the Committee were minded to agree the recommendations they would be reported to the Cabinet meeting in March and then considered by Full Council on 20th April.

The Head of HR, Communications and Technology agreed to submit a copy of the proposed management restructure to a future meeting of the Committee.

Recommended:

- That**
- (i) the current Interim Chief Executive be appointed into the permanent Chief Executive/Head of Paid Service role.**
 - (ii) the remuneration package and Job Description for the post of Chief Executive be approved.**
 - (iii) it be noted that some structural changes recommended by the Chief Executive would be considered by the Cabinet in April to ensure capacity at senior level.**

280 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 items 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 the appropriate paragraph of Schedule 12A of the Act.

Minute No.	Agenda Item Heading	Relevant Paragraph of Schedule 12A
281	Appointment of the Head of Planning and Development	1
282	Appointment of the Head of Environmental Services - Shortlisting	1

281 Appointment of the Head of Planning and Development

The report sought approval for the Job Description, person specification, remuneration package and recruitment advertisement for the post of Head of Planning and Development and made recommendations on the recruitment process.

The Director of Development agreed to produce a long list of candidates for the Committee to shortlist on 6th April 2017.

The Committee agreed the proposals set out within the report subject to an increase in the relocation package for the post from £5,000 to £10,000.

Resolved:

- That**
- (i) the Job Description, person specification and job advertisement for the Head of Planning and Development Services be approved, subject to an increase in the relocation package for the post from £5,000 to £10,000.**
 - (ii) the job be advertised in the Planning Magazine and online as well as the Council's website and any other suitable cost-free online sites.**
 - (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 Director of Development "sign off" the final recruitment advertisement for publication.**
 - (vi) the shortlisting meeting be held on Thursday 6th April at 4.00 pm in Committee Room 1 (Fougères Room).**

282 Appointment of the Head of Environmental Services

The Committee considered the applications submitted for the post of Head of Environmental Services.

The Committee selected applicant numbers:- 6, 7, 15, 17 and 30 for the purpose of the interview.

Resolved:

- That**
- (i) five candidates, for the post of Head of Environmental Services be interviewed by the Committee; applicant numbers 6, 7, 15, 17 and 30.**
 - (ii) the interviews by the Committee be held on 22nd February 2017 in Committee Room 1, commencing at 8.45am.**

(KRF/AEH)

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Queries concerning these Minutes? Please contact Keith Fearon:
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Appointments Committee

Minutes of a Meeting of the Appointments Committee held in Committee Room No.1, Civic Centre, Tannery Lane, Ashford on the **22nd February 2017.**

Present:

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

Cllrs. Mrs Dyer, Koowaree, Pickering.

Apologies:

Cllr. Chilton.

Also Present:

Cllr. Mrs Bell

Chief Executive

HR Manager – introduction and conclusion to the meeting only.

316 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 Appointment of the 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.

317 Appointment of the Head of Environmental Services

The Committee considered the applications of the five candidates short-listed for the above post.

The Chairman commented that the standard of applications had been very high and that this should be communicated to those candidates who were not successful.

Resolved:

That candidate No.6 be offered the post of Head of Environmental Services, subject to:-

- (i) consultation with the Cabinet in accordance with General Procedure Rule – Appendix 3 – Procedural Decisions Relating to Committees – F (4) (b) and the Local Authorities (Standing Orders) (England) Regulations 2001.**
- (ii) the Corporate Director (Law and Governance) confirming that the procedure referred to in (i) above has been completed with no outstanding objections.**

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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.