

Appointments Committee

Minutes of a Meeting of the Appointments Committee held in Committee Room 1, Civic Centre, Tannery Lane, Ashford on the **22nd June 2017**.

Present:

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

Cllrs. Koowaree, Pickering.

Apology:

Cllr. Mrs Dyer.

Also Present:

Chief Executive, Director of Law and Governance, Director of Place and Space, Head of HR and Customer Services, Human Resources Manager, Senior Member Services Officer.

Mark Bearn, Jamie Houlders - Hays

51 Minutes

Resolved:

That the Minutes of the Meeting of this Committee held on the 4th April 2017 be approved and confirmed as a correct record.

52 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 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.

53 Post of Director of Finance and Economy – Long Listing of Candidates

Hays had provided a summary of the applications received including ratings. 21 applications had been received. The Committee was asked to produce a long list of

candidates to be interviewed by Hays (preliminary interviews) together with the Chief Executive, and they would then provide a further set of recommendations to assist in the short listing process.

The Committee selected candidate numbers 1, 3, 5, 6, 7 and 9 for the purpose of the long list.

Resolved:

- That (i) six candidates for the post of Director of Finance and Economy be long listed for preliminary interview by Hays, applicant numbers 1, 3, 5, 6, 7 and 9.**
- (ii) the next Meeting of the Committee on the 12th July 2017 will consider the shortlisting of candidates for the post of Director of Finance and Economy following the receipt of feedback from Hays.**

54 Post of Head of Legal and Democracy – Long Listing of Candidates

Hays had provided a summary of the applications received including ratings. 14 applications had been received. The Committee was asked to produce a long list of candidates to be interviewed by Hays (preliminary interviews) together with the Director of Law and Governance, and they would then provide a further set of recommendations to assist in the shortlisting process.

The Committee selected candidate numbers 4, 5, 6, 7, 9, 11 and 13 for the purpose of the long list.

Resolved:

- That (i) seven candidates for the post of Head of Legal and Democracy be long listed for preliminary interview by Hays, applicant numbers 4, 5, 6, 7, 9, 11 and 13.**
- (ii) the next Meeting of the Committee on the 12th July 2017 will consider the shortlisting of candidates for the post of Head of Legal and Democracy following the receipt of feedback from Hays.**

55 Post of Head of Policy, Economic Development and Communications – Long Listing of Candidates

Hays had provided a summary of the applications received including ratings. 30 applications had been received. The Committee was asked to produce a long list of candidates to be interviewed by Hays (preliminary interview) together with the Chief Executive, and they would then provide a further set of recommendations to assist in the shortlisting process.

The Committee selected candidate numbers 1, 2, 4, 5, 6, 7, 8, 9, 11 and 17 for the purpose of the long list.

Resolved:

- That (i) ten candidates for the post of Head of Policy, Economic Development and Communications be long listed for preliminary interview by Hays, applicant numbers 1, 2, 4, 5, 6, 7, 8, 9, 11 and 17.**
- (ii) the next Meeting of the Committee on the 12th July 2017 will consider the shortlisting of candidates for the post of Head of Policy, Economic Development and Communications following the receipt of feedback from Hays.**

56 Post of Head of Planning and Development – Long Listing of Candidates

Hays had provided a summary of the applications received including ratings. 11 applications had been received. The Committee was asked to produce a long list of candidates to be interviewed (preliminary interview) by Hays together with the Director of Place and Space, and they would then provide a further set of recommendations to assist in the shortlisting process.

The Committee selected candidate numbers 1, 2, 3, 5 and 6 for the purpose of the long list.

Resolved:

- That (i) five candidates for the post of Head of Planning and Development be long listed for preliminary interview by Hays, applicant numbers 1, 2, 3, 5 and 6.**
- (ii) the next Meeting of the Committee on the 12th July 2017 will consider the shortlisting of candidates for the post of Head of Planning and Development following the receipt of feedback from Hays.**

57 Proposed Selection Tests

The Committee received a variety of options for potential selection tests for each post. Following discussion on the options the Committee agreed to pursue Option 2 for each of the four posts, but with an additional service specific element for the Head of Legal and Democracy and Head of Planning and Development posts. Candidates would have 30 minutes of preparation time and would be asked to present for up to ten minutes followed by a question and answer session.

Resolved:

That the discussion detailed above forms the basis of the Selection Tests for each of the four posts.

58 Future Meetings/ Final Job Descriptions/ Final Adverts/ Psychometric Testing

The report presented the Committee with further details concerning the recruitment process for information. The Committee also had a general discussion with Mark Bearn and Jamie Houlders from Hays over their experience of the process so far. Mark and Jamie wished to place on record their thanks to the HR Officers at the Council who had been a huge assistance in the efficiency of the process so far.

The Committee then discussed the suggested questions for the next stage of the process (preliminary interviews) and made some proposed additions and amendments on the questions for each specific post for Hays to incorporate. Mark Bearn also gave an explanation of the psychometric testing that would be used as part of the selection process.

Finally, the Committee were advised of the dates of future Appointments Committee meetings which made up the timetable for the rest of the process.

Resolved:

That the additional information be received and noted.

Appointments Committee

Minutes of a Meeting of the Appointments Committee held in Committee Room 1, Civic Centre, Tannery Lane, Ashford on the **12th July 2017**.

Present:

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

Cllr. Pickering.

Apologies:

Cllrs. Mrs Dyer, Koowaree.

Also Present:

Chief Executive, Director of Law and Governance, Director of Place and Space, Head of HR and Customer Services, Human Resources Manager, Member Services and Ombudsman Complaints Officer.

Mark Bearn, Jamie Houlders - Hays

86 Minutes

Resolved:

That the Minutes of the Meeting of this Committee held on the 22nd June 2017 be approved and confirmed as a correct record.

87 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 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.

88 Post of Director of Finance and Economy – Shortlisting of Candidates

Hays had provided a summary of interview results for this post, based on preliminary interviews, including a set of recommendations to assist in the shortlisting process.

Members considered the recommendations and agreed the candidates for the final interviews.

Resolved:

That candidate E1.3 and E1.4 be invited for the final interviews for this post.

89 Post of Head of Legal and Democracy – Shortlisting of Candidates

Hays had provided a summary of interview results for this post, based on preliminary interviews, including a set of recommendations to assist in the shortlisting process. Members considered the recommendations and agreed the candidates for the final interviews.

Resolved:

That candidates E2.1, E2.3, E2.5 and E2.7 be invited for the final interviews for this post

90 Post of Head of Planning and Development – Shortlisting of Candidates

Hays had provided a summary of interview results for this post, based on preliminary interviews, including a set of recommendations to assist in the shortlisting process. Members considered the recommendations and agreed the candidates for the final interviews.

Resolved:

That candidates E3.2, E3.3 and E3.5 be invited for the final interviews for this post.

91 Post of Head of Corporate Policy, Economic Development and Communications – Shortlisting of Candidates

Hays had provided a summary of interview results for this post, based on preliminary interviews, including a set of recommendations to assist in the shortlisting process. Members considered the recommendations and agreed the candidates for the final interviews.

Resolved:

That candidates E4.3, E4.4, E4.6 and E4.7 be invited for the final interviews for this post.

92 Proposed Selection Questions

The Committee reviewed the selection of questions for the final panel, and made amendments to the list of generic questions applicable to all four posts, as well as the additional specific questions for each post. As part of the final interview programme, candidates would be asked to deliver a presentation of no longer than 10 minutes, followed by a question and answer session. Candidates would be given 30 minutes of preparation time, prior to the presentation.

Queries concerning these Minutes? Please contact Rosie Reid:
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