



APPOINTMENTS COMMITTEE

Notice of a Meeting, to be held as a Virtual Meeting on Microsoft Teams in accordance with Regulation 5 of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police Crime Panel Meetings) (England and Wales) Regulations 2020 on Monday, 8th March, 2021 at 10.00 am.

The Members of the Appointments Committee are:-

Councillor Clarkson (Chairman)
Councillor Pickering (Vice-Chairman)

Cllrs. Ovenden, Feacey and L Suddards

Agenda

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1. **Apologies/Substitutes**

To receive Notification of Substitutes in accordance with Procedure Rule 1.2(c)

2. **Declaration of Interests**

1 - 2

To declare any interests which fall under the following categories, as explained on the attached document:

- a) Disclosable Pecuniary Interests (DPI)
- b) Other Significant Interests (OSI)
- c) Voluntary Announcements of Other Interests

See Agenda Item 2 for further details

3. **Minutes**

3 - 4

To approve the Minutes of the Meeting of this Committee held on the 20th January 2021

4. **To consider passing the following resolution to exclude the public**

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 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.

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|----|--|--------|
| 5. | Appointment of the Head of Port Health | 5 - 6 |
| | Application forms and other papers will be sent by post. | |
| 6. | Director Structure Modifications | 7 - 10 |

KF
26 February 2021

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Declarations of Interest (see also “Advice to Members” below)

- (a) **Disclosable Pecuniary Interests (DPI)** under the Localism Act 2011, relating to items on this agenda. The nature as well as the existence of any such interest must be declared, and the agenda item(s) to which it relates must be stated.

A Member who declares a DPI in relation to any item will need to leave the meeting for that item (unless a relevant Dispensation has been granted).

- (b) **Other Significant Interests (OSI)** under the Kent Code of Conduct as adopted by the Council on 19 July 2012, relating to items on this agenda. The nature as well as the existence of any such interest must be declared, and the agenda item(s) to which it relates must be stated.

A Member who declares an OSI in relation to any item will need to leave the meeting before the debate and vote on that item (unless a relevant Dispensation has been granted). However, prior to leaving, the Member may address the Committee in the same way that a member of the public may do so.

- (c) **Voluntary Announcements of Other Interests** not required to be disclosed under (a) and (b), i.e. announcements made for transparency reasons alone, such as:

- Membership of outside bodies that have made representations on agenda items, or
- Where a Member knows a person involved, but does not have a close association with that person, or
- Where an item would affect the well-being of a Member, relative, close associate, employer, etc. but not his/her financial position.

[Note: an effect on the financial position of a Member, relative, close associate, employer, etc; OR an application made by a Member, relative, close associate, employer, etc, would both probably constitute either an OSI or in some cases a DPI].

Advice to Members on Declarations of Interest:

- (a) Government Guidance on DPI is available in DCLG’s Guide for Councillors, at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/5962/2193362.pdf
- (b) The Kent Code of Conduct was adopted by the Full Council on 19 July 2012, and a copy can be found in the Constitution at <http://www.ashford.gov.uk/part-5---codes-and-protocols>
- (c) If any Councillor has any doubt about the existence or nature of any DPI or OSI which he/she may have in any item on this agenda, he/she should seek advice from the Corporate Director (Law and Governance) and Monitoring Officer or from other Solicitors in Legal and Democratic Services as early as possible, and in advance of the Meeting.

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Ashford Borough Council - Appointments Committee

Minutes of a Virtual Meeting of the Appointments Committee held on Microsoft Teams on the **20th January 2021**

Present:

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

Cllrs. Feacey, Ovenden, L Suddards

Also Present:

Chief Executive, Head of HR and Customer Services, Personnel Advisor – Recruitment, Member Services Liaison Manager.

211 Minutes

Resolved:

That the Minutes of the Meeting of this Committee held on the 18th December 2020 be approved and confirmed as a correct record.

212 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 Port Health 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.

213 Appointment of the Head of Port Health

The Committee received the report of the Head of HR and Customer Services which advised upon the process for carrying out the recruitment for the post of Head of Port Health. The report sought approval for the creation of the post, the job description, person specification, remuneration package, recruitment advertisement and approval of the proposed recruitment process. The Chairman advised that it was his intention for the Deputy Leader to assume the portfolio responsibilities for this new service

area and therefore said that he would need to be invited as an observer to subsequent meetings of the Committee dealing with the recruitment to this position.

The Head of HR and Customer Services asked that recommendation (i) in the report be amended to also include the approval of the Job Description and the Person Specification.

The Committee agreed the proposals set out within the report subject to the inclusion of the salary range for the post within the job advert with the maximum not exceeding the top point of the next salary grade by way of market supplement. The Committee also asked that the Head of HR and Customer Services liaise with the Member Services and Liaison Manager over dates for the shortlisting and interview meetings.

The Chief Executive said that she wished to acknowledge the work of all members of the HR Team in terms of establishing the posts and structure for the new Border Control Post at Sevington.

Resolved:

That

- (i) the creation of the post of Head of Port Health, the Job Description and Person Specification as set out in the report be approved.**
- (ii) the terms and conditions as set out in the report be approved.**
- (iii) the recruitment process and the potential recruitment advertisement costs as set out in then report be approved.**
- (iv) options for potential dates for the shortlisting meeting and the interview meeting be circulated in due course.**

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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