

## **Ashford Borough Council - Appointments Committee**

Minutes of a Meeting of the Appointments Committee held in Committee Room No.1 (Fougères Room), Civic Centre, Tannery Lane, Ashford on the **23<sup>rd</sup> March 2022**.

### **Present:**

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

Cllrs. Chilton, Feacey, Ovenden.

### **Also Present:**

Chief Executive, Human Resources Manager, Member Services Manager.

## **345 Minutes**

### **Resolved:**

**That the Minutes of the Meeting of this Committee held on the 24<sup>th</sup> March 2021 be approved and confirmed as a correct record.**

## **346 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.**

## **347 Appointment of the Director and Assistant Director Posts within the Revised Management Structure – April 2022**

The Committee received the report of the Chief Executive which sought approval for the planned recruitment campaigns to the three Director roles within the revised Senior Management Structure, plus any subsequent vacancies at a senior level. The Chairman and the Chief Executive drew particular attention to the new structure diagram in the papers.

The Committee agreed the proposals set out within the report subject to some minor amendments to point 8 of the three job descriptions and an additional point 3. The Human Resources Manager advised that the end of the period to receive Cabinet objections and the date for the confirmed offers of employment would be amended to Tuesday 19<sup>th</sup> April to accommodate the Easter Holiday weekend.

The questions to be asked at the interviews were agreed and allocated to each of the five Committee Members. It was also agreed to request a ten minute introductory presentation from each of the Applicants to open their interview.

It was agreed that individual Portfolio Holders should not be invited to attend the interviews given that all candidates would be internal applicants and Cabinet Members had ultimate oversight of the appointments.

The Committee also asked the Member Services Manager to diarise the dates for upcoming Appointments Committee meetings.

**Resolved:**

- That**
- (i) the job description, person specification and remuneration package for the Director posts be approved, subject to the minor amendments suggested at the meeting.**
  - (ii) the planned recruitment timetable for senior roles be approved.**
  - (iii) the interview questions and format as discussed at the meeting be agreed.**