



## APPOINTMENTS COMMITTEE

Notice of a Meeting, to be held in the Committee Room No. 1 (Fougères Room) - Ashford Borough Council on Tuesday, 12th April, 2022 at 9.00 am.

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The Members of the Appointments Committee are:-

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

Cllrs. Chilton, Feacey, Ovenden

### 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**

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To declare any interests which fall under the following categories, as 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**

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To approve the Minutes of the Meeting of this Committee held on the 23<sup>rd</sup> March 2022.

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.

5. **Appointment to the Director Posts within the Revised Senior Management Structure**

Interview papers will be sent separately by post.

Wednesday 13<sup>th</sup> April is being held as a reserve date for further interviews if necessary.

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30<sup>th</sup> March 2022

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Queries concerning this agenda? Please contact Member Services  
Telephone: (01233) 330349 Email: [membersservices@ashford.gov.uk](mailto:membersservices@ashford.gov.uk)  
Agendas, Reports and Minutes are available on: <https://www.ashford.moderngov.co.uk>

## 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 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 alone, such as:

- Membership of amenity societies, Town/Community/Parish Councils, residents' groups or other outside bodies that have expressed views or made representations, but the Member was not involved in compiling or making those views/representations, 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: Where an item would be likely to affect the financial position of a Member, relative, close associate, employer, etc.; OR where an item is an application made by a Member, relative, close associate, employer, etc., there is likely to be an OSI or in some cases a DPI. ALSO, holding a committee position/office within an amenity society or other outside body, or having any involvement in compiling/making views/representations by such a body, may give rise to a perception of bias and require the Member to take no part in any motion or vote.]

### **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](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 alongside the Council's Good Practice Protocol for Councillors dealing with Planning Matters. See <https://www.ashford.gov.uk/media/2098/z-word5-democratic-services-constitution-2019-constitution-of-abc-may-2019-part-5.pdf>
- (c) Where a Member declares a committee position or office within, or membership of, an outside body that has expressed views or made representations, this will be taken as a statement that the Member was not involved in compiling or making them and has retained an open mind on the item(s) in question. If this is not the case, the situation must be explained.

**If any Member has any doubt about any interest which he/she may have in any item on this agenda, he/she should seek advice from the Director of Law and Governance and Monitoring Officer, or from other Solicitors in Legal and Democracy as early as possible, and in advance of the Meeting.**

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## **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.**