

## Appointments Committee

Minutes of a Meeting of the Appointments Committee held in Committee Room No.2 (Bad Münstereifel Room), Civic Centre, Tannery Lane, Ashford on the **27<sup>th</sup> May 2022**.

### **Present:**

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

Cllrs. Chilton, Feacey, Ovenden.

### **Also Present:**

Chief Executive, Human Resources Manager, Member Services Manager.

## **27 Minutes**

### **Resolved:**

**That the Minutes of the Meeting of this Committee held on the 12<sup>th</sup> April 2022 be approved and confirmed as a correct record.**

## **28 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.**

## **29 Appointment of Assistant Director Posts and Update on Other Assistant Director Roles**

The Committee received the report of the Chief Executive which sought approval for the planned recruitment campaign for the Assistant Director role of Environment, Property and Recreation within the revised Senior Management Structure. The report also updated on the proposed structural changes and pausing of recruitment to two vacant Assistant Director roles where the Chief Executive would develop and implement an interim structure, to be introduced on a temporary basis (up to one year, to be reviewed after six months).

The Chairman indicated his view that the job description for the Assistant Director of Property and Recreation needed more specific reference to the relationship with Elected Members. He had drafted an alternative job description which he tabled. The Committee Members agreed to take the two job descriptions and person specification away, review them together and make sure all relevant points were covered in a final document. It was agreed that comments would be fed back to the Human Resources Manager by Tuesday 31<sup>st</sup> May and that the start of the proposed recruitment timetable be pushed back by two days.

With regard to the three positions to be introduced in Customer, Technology and Finance as part of the interim structure, the Committee agreed that these be titled "Interim Service Leads" to reflect their temporary nature.

It was agreed that the questions to be asked at the interviews follow those as asked at the previous interviews for the Director posts.

The Committee noted the rest of the proposals set out within the report.

The Committee also asked the Member Services Manager to diarise the dates for upcoming Appointments Committee meetings and it was agreed that the Director for Place and Space be invited to attend the interviews.

**Resolved:**

- That**
- (i) subject to the incorporation of feedback received by the 31<sup>st</sup> May 2022, the job description, person specification and remuneration package for the Assistant Director of Environment, Property and Recreation post be approved.**
  - (ii) the planned recruitment timetable for role be approved subject to the commencement being pushed back to the 1<sup>st</sup> June 2022.**
  - (iii) the interview questions for the Assistant Director role as discussed at the meeting be agreed.**
  - (iv) the changes to the structure and pausing of the other two Assistant Director roles be noted.**