

# Ashford Borough Council - Appointments Committee

Minutes of a Virtual Meeting of the Appointments Committee held on Microsoft Teams on the **3rd November 2020**

## **Present:**

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

Cllrs. Feacey, Ovenden

## **Apologies:**

Cllr. L Suddards

## **Also Present:**

Cllr. Shorter

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

## **117 Minutes**

### **Resolved:**

**That the Minutes of the Meeting of this Committee held on the 21<sup>st</sup> August 2019 be approved and confirmed as a correct record.**

## **118 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 Planning and Development 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.**

## **119 Appointment of the Head of Planning and Development**

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 Planning and Development. The report sought approval of the job description, person specification, remuneration package, recruitment advertisement and approval of the proposed recruitment process.

The Head of HR and Customer Services referred to two minor amendments that she wished to make to the job description. The Committee agreed the proposals set out within the report and agreed the dates for the shortlisting and interview meetings.

### **Resolved:**

**That**

- (i) the job description, person specification and job advertisement for the Head of Planning and Development be approved.**
- (ii) the remuneration package and conditions of employment as outlined in the report be approved.**
- (iii) the recruitment process and timetable be approved.**
- (iv) the shortlisting meeting be held on Wednesday 2<sup>nd</sup> December at 11.00am and the interview meeting be held on Friday 18<sup>th</sup> December at 10.00am, both via Microsoft Teams.**