

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.**