

Appointments Committee

Minutes of a Meeting of the Appointments Committee held in Committee Room No.1, Civic Centre, Tannery Lane, Ashford on the **5th March 2019**

Present:

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

Cllrs. Pickering, Mrs Bell.

Apologies:

Cllr. Ovenden

Also Present:

Director of Finance and Economy, Head of HR and Customer Services, Member Services Liaison Manager

351 Minutes

Resolved:

That the Minutes of the Meetings of this Committee held on the 20th, 21st, 24th and 25th July 2017 be approved and confirmed as correct records.

352 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 Finance and IT 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.

353 Appointment of the Head of Finance and IT

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 Finance and IT. The report sought approval of the job description, person specification, remuneration package and recruitment advertisement.

The Committee agreed the proposals set out within the report, it being noted that the Council's Design Team would need to consider the format of the draft advertisement, prior to publication.

Resolved:

- That**
- (i) the recruitment timetable as set out in Table 2 to the report be approved.**
 - (ii) the job description, person specification and job advertisement for the Head of Finance and IT be approved.**
 - (iii) the job be advertised in the Municipal Journal, as well as the Council's website and other cost free online sites as considered appropriate by the Chief Executive.**
 - (iv) the remuneration package and conditions of employment as outlined in the report be approved.**
 - (v) the Chairman of the Appointments Committee together with the Chief Executive 'sign off' the final recruitment advertisement for publication.**
 - (vi) the shortlisting meeting be held on Wednesday 3 April 2019 at 2.30pm in the Council Chamber.**