

# APPOINTMENTS PANEL AGENDA



**28 June 2013**

**at 12.00 noon**

**in Committee Room C, Civic Centre, Hartlepool**

**PLEASE NOTE CHANGE OF TIME**

**MEMBERS: APPOINTMENTS PANEL:**

Councillor S Akers-Belcher, Chair of the Council  
Councillor C Akers-Belcher, Leader of the Council  
Councillors Dawkins, Hill, James, Loynes, Richardson and Simmons

- 1. APOLOGIES FOR ABSENCE**
- 2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**
- 3. MINUTES**
  - 3.1 To confirm the minutes of the meeting held on 7 May 2013
- 4. LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION) ORDER 2006**

## **EXEMPT ITEMS**

Under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in the paragraphs referred to below of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006

**5. ITEMS REQUIRING DECISIONS**

5.1 Director of Child and Adult Services Appointment – *Chief Executive* (para. 1)

**6. ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT**

**APPOINTMENTS PANEL**  
**MINUTES AND DECISION RECORD**  
**7 May 2013**

The meeting commenced at 3.00 p.m. in the Civic Centre, Hartlepool

**Present:**

Councillors: C Akers-Belcher, S Akers-Belcher, Hill, James, Loynes, Richardson and Simmons

Officers: Dave Stubbs, Chief Executive  
Rachel Clark, HR Business Partner  
Amanda Whitaker, Democratic Services Team

**1. APPOINTMENT OF CHAIR**

It was agreed that Councillor S Akers-Belcher, Chair of Council, be appointed Chair of the Panel.

Councillor S Akers-Belcher (In the Chair)

**2. APOLOGIES FOR ABSENCE**

Councillor Dawkins

**3. DECLARATIONS OF INTEREST BY MEMBERS**

None

**4. MINUTES**

The minutes of the meeting held on the 30 November 2012 and reconvened on 3 December 2012 were confirmed.

**5. DIRECTOR OF CHILD AND ADULT SERVICES APPOINTMENT – *Chief Executive***

The Chief Executive presented a report which sought the Panel's consideration of the arrangements for the recruitment selection process for the post of Director of Child and Adult Services. The decision to fill this post had been made by Council on 11<sup>th</sup> April 2013.

A job description and person specification was appended to the report. Specific areas of responsibility based either in statute or to reflect local needs had been included. The report also sought consideration in relation to promoting the post, the options available in terms of the recruitment process, recruitment and advertisement costs, potential use of executive search, technical interviews and other candidate assessment. The report provided also a summary of potential costs and funding arrangements and sought the Panel's instructions in relation to the format of the final interviews and provided illustrative timetables for the appointment to the post.

Members discussed the costs/benefits of the use of an executive search. Officers responded to clarification sought from Members in relation to the executive search process and agreed to circulate information relating to the executive search recruitment method to Members of the Panel. Members discussed also advertisement of the post and discussed how media costs could be reduced.

During the debate, Members referred to requirements of the post particularly in relation to the need for a sound education background together with the other role remit and responsibilities of the post.

### **Decision**

The Panel agreed the following:-

- i) the job description and person specification as submitted to the Panel
- ii) the arrangements for promoting the post and advertisement with the appointment of a Recruitment Agency for Executive Search and half page black and white advert in the Guardian.
- iii) the recruitment timetable submitted to the meeting to be reviewed with further meetings of the Panel being held after 21 June, on dates and times agreed with the Chairman.
- iv) the process for the final interview as set out in the report.

The meeting concluded at 3.35 p.m

CHAIR