

# APPOINTMENTS PANEL AGENDA



**Monday 9 March, 2015**

**at 2.00 pm**

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

**MEMBERS: APPOINTMENTS PANEL:**

Councillor S Akers-Belcher, Chair of the Council  
Councillor C Akers-Belcher, Leader of the Council  
Councillors Ainslie, James, Lilley, Martin-Wells, Simmons and Thompson

- 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 13 February, 2015.
- 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 paragraph 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 DECISION**
  - 5.1 Appointment of Chief Executive – Interviews (*Assistant Chief Executive*) (*Paragraph 1*)
- 6. ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT**



# **APPOINTMENTS PANEL**

## **MINUTES AND DECISION RECORD**

**13 February 2015**

The meeting commenced at 1.00 p.m. in the Civic Centre, Hartlepool

### **Present:**

Councillor S Akers-Belcher (In the Chair)

Councillors Ainslie, C Akers-Belcher, Lilley, Martin-Wells and Simmons

In accordance with Council Procedure Rule 5.2 of the Council's Constitution, Councillor Richardson was in attendance as substitute for Councillor James

Officers: Dave Stubbs, Chief Executive  
Andrew Atkin, Assistant Chief Executive  
Amanda Whitaker, Democratic Services Team.

### **5. APOLOGIES FOR ABSENCE**

Councillors James and Thompson

### **6. DECLARATIONS OF INTEREST BY MEMBERS**

None

### **7. MINUTES**

The minutes of the meeting held on the 4 February 2015 were confirmed.

### **8. CHIEF EXECUTIVE APPOINTMENT** *(Assistant Chief Executive)*

Prior to introducing the report, the Assistant Chief Executive advised the Panel that he did not intend to submit an application for the Chief Executive post and it was appropriate therefore for him to lead the recruitment process in relation to the post. Whilst presenting the report, the consideration of Members was sought in relation to the arrangements for the selection process. The current Chief Executive had submitted his notice and intended to leave the authority on 31<sup>st</sup> May 2015 through retirement.

The job description and person specification for the post were appended to the report. The job description was based on a generic job description for the role of

Chief Executive within the Council. Specific areas of responsibility based either in statute or to reflect local needs, had been added into the job description. The salary for the post (previously £158K to £168K) had been reviewed previously and was currently (£140K to £150K).

The report included information in relation to promoting the post, the options available in terms of the recruitment process, external recruitment advertising costs, potential use of executive search and considerations relating to technical interviews and other candidate assessment. The report sought the Panel's instructions in relation to the format of the final interviews and provided illustrative timetables for the appointment to the post. It was highlighted that the information outlined in the report provided Members with a range of information and decisions required in respect of the overall recruitment process for the post and the potential stages within it. A number of the stages and decisions were interlinked.

A number of Members expressed support of an internal recruitment campaign being exhausted before external recruitment was considered (option A in report). A conflicting view was expressed by a Member of the Panel. The Panel Member advised that based on a comment which had been made at the Council meeting the previous evening, an external recruitment process should be undertaken. A vote was taken and Option A was agreed. Panel Members discussed the remaining issues highlighted for determination in the report.

## **Decision**

The Panel agreed the following:-

- The Job Description and Person Specification for the role
- -An internal recruitment campaign is exhausted before external recruitment is considered (Option A)
- The draft advertisement
- That technical interviews be utilised only in the event that external recruitment is commenced if an internal campaign is exhausted
- The next meeting of this panel to be held on 9 March 2015 at 2 p.m. to interview those applicants applying for the post; the interview to comprise a ten minute presentation with the presentation title being based on paragraph 1.2 of the job description and including reference to effective working with Elected Members.
- The Chief Executive to draft a list of potential questions to be asked at the interview with the Panel convening 30 minutes prior to the commencement of interviews to agree the interview questions.

The meeting concluded at 11.20 a.m.

CHAIR