

APPOINTMENTS PANEL AGENDA



Tuesday 12 May, 2015

at 9.00 am

**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 17 April, 2015.
- 4. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT**
- 5. 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

- 6. ITEMS REQUIRING DECISION**
 - 6.1 Appointment of Director of Child and Adults - Interviews – *Assistant Chief Executive*
- 7. ANY OTHER CONFIDENTIAL ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT**



APPOINTMENTS PANEL

MINUTES AND DECISION RECORD

17 April 2015

The meeting commenced at 9.30 a.m. in the Civic Centre, Hartlepool

Present:

Councillors C Akers-Belcher, Ainslie, James and Simmons

Also Present: Councillor Carl Richardson as substitute for Councillor Stephen Akers-Belcher in accordance with Council Procedure Rule 5.2.

Officers: Gill Alexander, Director Child and Adult Services (Chief Executive Designate)
Andrew Atkin, Assistant Chief Executive
Dave Stubbs, Chief Executive

In the absence of the Chair, it was agreed that Councillor Simmons chair the meeting.

26. APOLOGIES FOR ABSENCE

Councillors S Akers-Belcher and Martin-Wells

27. DECLARATIONS OF INTEREST BY MEMBERS

None

28. MINUTES

The minutes of the meeting held on the 24 March 2015 were confirmed.

29. DIRECTOR CHILD AND ADULT SERVICES APPOINTMENT– *Chief Executive/Assistant Chief Executive*

The report sought consideration of the arrangements for the selection process and interview arrangements in respect of the post of Director of Child and Adult Services. The report had been compiled following discussions between the Chief Executive and the current Director of Child and Adult Services (Chief Executive designate).

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

Director of Child and Adults 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 was currently £100,000 to £110,000.

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.

Members expressed support of an internal recruitment campaign being exhausted before external recruitment was considered (option A in report) and 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 12 May 2015 at 9 a.m. to interview those applicants applying for the post; the interview to comprise a ten minute presentation with the presentation title being drafted by Officers and circulated for approval to the Chair Appointments Panel (Ceremonial Mayor), Chair Children's Services Committee and Chair Adults Services Committee.
- A list of potential questions to be asked at the interview to be drafted with the Panel convening 30 minutes prior to the commencement of interviews to agree the interview questions.

The meeting concluded at 9.45 a.m.

CHAIR