

# APPOINTMENTS PANEL AGENDA



**Monday 29<sup>th</sup> June 2015**

**at 4.00pm**

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

**MEMBERS: APPOINTMENTS PANEL:**

Councillors C Akers-Belcher, Atkinson, Cook, Fleet, James, 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 8<sup>th</sup> June 2015.
- 4. ITEMS FOR INFORMATION**

None.
- 5. ANY OTHER CONFIDENTIAL ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT**



**6. 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

**7. ITEMS REQUIRING DECISION**

7.1 Assistant Director, Children's Services Appointment – *Director of Child and Adult Services (para 1)*

**8. ANY OTHER CONFIDENTIAL ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT**



<p style="text-align: center;"><b>APPOINTMENTS PANEL</b></p> <p style="text-align: center;"><b>MINUTES AND DECISION RECORD</b></p> <p style="text-align: center;"><b>8 JUNE 2015</b></p>
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The meeting commenced at 1 p.m. in the Civic Centre, Hartlepool

**Present:**

Councillors C Akers-Belcher, Atkinson, Fleet, James, Simmons and Thompson

Officers: Rachel Clark, HR Business Partner  
Sally Robinson, Director, Child and Adult Services  
Amanda Whitaker, Democratic Services Team Manager

**1. APPOINTMENT OF CHAIR**

It was agreed that Councillor Simmons be appointed Chair of the Panel.

**COUNCILLOR SIMMONS IN THE CHAIR**

**2. APOLOGIES FOR ABSENCE**

Councillors Cook and Martin-Wells.

**3. DECLARATIONS OF INTEREST BY MEMBERS**

None

**4. MINUTES**

The minutes of the meeting held on the 12 May 2015 were confirmed.

**5. ASSISTANT DIRECTOR CHILDREN'S SERVICES APPOINTMENT** (*Director of Child & Adult Services*)

It was reported that the current Assistant Director Children's Services post became vacant from 31<sup>st</sup> May 2015 following the promotion of the current post holder.

Members were advised of the two key options available to Members in the recruitment to the post which were either Option A, an internal recruitment campaign

is exhausted before external recruitment is considered or Option B, the post is advertised externally without there being an internal process first.

A job description and person specification for the post was attached at Appendix A. Specific areas of responsibility based either in statute or to reflect local needs had been included. The Director of Child and Adult Services advised the Panel that the qualifications requirement included in the documentation had been updated to detail a professional qualification relevant to children's services.

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.

Panel Members expressed support of adopting the previous practice of an internal recruitment campaign being exhausted before external recruitment was considered (option A in report). 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 29 June 2015 at 4 p.m. to interview those applicants applying for the post; the interviews to commence at 4.30 p.m. and include a ten minute presentation as set out in report subject to the addition of reference to 'short and medium term priorities'.
- 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 1.20 p.m.

CHAIR