

APPOINTMENTS COMMITTEE  
1 OCTOBER 2003

(7:15 pm to 9:10 pm)

PRESENT: Councillors Andrew Judge (in the Chair), Tariq Ahmad, Pauline Abrams, Margaret Brierly, Danny Connellan, Andy Coles, Samantha George, Ian Munn and David Williams

ALSO PRESENT: Eleanor Kelly, Roderick O'Connor and representatives of Tribal GWT

386 DECLARATIONS OF INTEREST

None were made

387 MINUTES OF THE MEETING HELD ON 2 SEPTEMBER 2003 (Agenda item 3)

RESOLVED: That the minutes of the meeting held on 2 September 2003 are agreed as a true record.

388 APPOINTMENT OF A CHIEF EXECUTIVE ((Agenda item 4)

Members requested earlier circulation of documentation for future meetings.

The job pack was agreed with some changes. It was agreed that the emphasis should be on recruiting a change manager and that the challenge involved should be prominent. The timeline in the introduction needed amending. The quotes through the document should be attributed. The wording on page 4 paragraph 1 needed to clarify that the contrast was between wards in Wimbledon and Mitcham. Statistics needed checking for consistency and latest available data.

The structure chart would be headed Management Structure and would show Policy and Human Resources under the Chief Executive.

The Qualification heading in the Person Specification would be removed and a reference to ongoing development included under background and experience. Handling the media was a key part of the specification.

In the Job Description members preferred to refer to continuous improvement rather than development

It was noted that Cllr Williams would not be available for the short list meeting and that this should be without prejudice to his attendance at the final interview.

RESOLVED: That (1) the contents of the job pack for the recruitment of a Chief Executive are agreed;

(2) the negotiable salary range be as discussed with Tribal GWT and that any offer be on the basis of a permanent contract;

(3) the content of the advert based on the contrails image be agreed with the

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inclusion of the equalities statement;

(4) the timetable for future meetings of the committee is 3 November at 7:15 pm for the long list meeting, 12 November at 7:15 pm for the short list meeting and 27 November 9:30 to 6:00 pm for the final interviews and presentations. Members would also hold the evening of Friday 28 November free if required to continue the decision making. Other dates in the timetable would be arranged by reference to these key dates;

(5) that the Acting Head of Human Resources deal with the outstanding training requirements for Councillor Williams.