

APPOINTMENTS COMMITTEE

17 MAY 2005

(7.15pm – 7.50pm)

PRESENT: Councillor Andrew Judge (in the Chair); Councillors Andy Coles, Pauline Dawkins, Samantha George, Debbie Shears and Leighton Veale.

Apologies for absence were received from: Councillors Tariq Ahmad, Danny Connellan and David Williams.

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1 DECLARATIONS OF INTEREST (Agenda Item 2)

There were no declarations of interest.

2 MINUTES (Agenda item 3)

RESOLVED: That the Minutes of the meetings held on 26 and 27 April 2005 be signed as correct records.

3 APPOINTMENT TO THE DIRECTOR OF COMMUNITY AND HOUSING POST AND AGREEMENT TO HEADS OF SERVICE JOB DESCRIPTIONS (Agenda Item 4)

An updated version of the public advertisement for the Director's post was circulated at the meeting. The Head of Human Resources confirmed that the advertised salary fell within the evaluated grade for Directors and advice had been received that this was within the market rate but it could be increased for an exceptional candidate.

It was clarified that Members would not be involved in the long-listing of applicants for the Director's post but that the short-listing of candidates on the 22nd June may require Member involvement. The Head of Human Resources undertook to build into the process discussion with stakeholders as happened in a previous appointment process. The Committee noted that whilst the full Committee would be the appointing body there was no requirement for all Members to be present so long as the meeting was quorate. Councillor Andrew Judge undertook to discuss with Councillor David Williams which Members would be involved in the final process.

With regard to the job descriptions for the posts of Head of Education and Head of Integrated Services, Commissioning & Partnership, the Committee adjourned for a short while so that a copy of the structure chart for the new department could be looked at by the Committee, and the division of responsibilities clarified.

RESOLVED: That (1) the use of a search and selection consultant, and the indicative timetable for the recruitment process to appoint to the post of Director of Community and Housing be agreed; and

(2) the job descriptions, including the person specifications, for the posts of Head of Education, Head of Integrated Services, Commissioning &

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Partnership, and Head of Children's Social Care be agreed.
