

**MINUTES
APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE**

Wednesday 6 October 2021

Councillor John Clarke (Chair)

Councillor Michael Payne	Councillor Meredith Lawrence
Councillor Sandra Barnes	Councillor Marje Paling
Councillor Chris Barnfather	Councillor Martin Smith

Absent: Councillor Michael Adams, Councillor Bob Collis and Councillor Sam Smith

Officers in Attendance: D Archer, A Dubberley, M Hill and B Hopewell

1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

Apologies for absence were received from Councillors Adams, Collis and Sam Smith. Councillors Barnfather, Lawrence and Martin Smith attended as substitutes.

2 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 1 APRIL 2021

RESOLVED:

That the minutes of the above meeting, having been circulated, be approved as a correct record.

3 DECLARATION OF INTERESTS.

None.

4 COMMENCEMENT OF RECRUITMENT TO THE POST OF CORPORATE DIRECTOR OF COMMUNITIES, ENVIRONMENT AND LEISURE

The Chief Executive introduced a report, which had been circulated in advance of the meeting, seeking approval to commence the recruitment process following the resignation of the current Corporate Director of Environment, Communities and Leisure.

Following discussion, Councillor Barnfather, seconded by Councillor Martin Smith, proposed a motion to amend the composition of the sub group charged with operational aspects of the process so that it would comprise Councillors Clarke, Payne and Adams. The amendment was put to a vote and not supported.

A second alternative motion was proposed by Councillor Payne, and seconded by Councillor Clarke, to require the sub group consisting of Councillor Clarke and Payne to consult all other members of the committee at the stages of the recruitment process detailed in the report prior to interview. The amendment was put to a vote and was supported.

Members proposed an additional recommendation to ask the Chief Executive to ensure that any appropriate lessons could be learned following the exit interview of the current post holder.

RESOLVED to:

- 1) Note the departure of the current Corporate Director of Environment, Communities and Leisure;
- 2) Support the proposal to begin an external recruitment exercise;
- 3) Establish a sub-group of the Committee comprising Councillors John Clarke and Michael Payne as the Chair and Vice-Chair of the Committee, in consultation with members of the committee present today, to manage the operational aspects of the process on behalf of the full committee in respect of:
 - a. Drafting and placing of a job advert
 - b. Shortlisting of candidates to attend interview
 - c. Determining a format for interview and testing
 - d. Setting of interview questions
- 4) Agree the indicative timescale for the process;
- 5) Note that the final interview and selection decision will be taken by the full Committee; and
- 6) Request that the Chief Executive ensures that any appropriate lessons are learned following the exit interview of the current post holder.

5 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

The meeting finished at 10.40 am

Signed by Chair:
Date: