

**MINUTES
APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE**

Wednesday 2 August 2023

Councillor John Clarke (Chair)

Councillor Michael Payne	Councillor Marje Paling
Councillor Paul Hughes	Councillor Viv McCrossen
Councillor Jenny Hollingsworth	

Absent: Councillor Michael Adams

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

8 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

None.

9 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 21 JUNE 2023.

RESOLVED:

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

10 DECLARATION OF INTERESTS.

None.

11 COMMENCEMENT OF RECRUITMENT PROCESS- HEAD OF FINANCE AND ICT

The Chief Executive introduced a report which had been circulated in advance of the meeting, setting out the process to recruit to the post of Head of Finance and ICT and to seek authority from Committee to progress with the recruitment and selection to the post.

RESOLVED to:

- 1) Approve the filling of the vacant post of Head of Finance and ICT;
- 2) Approve the recruitment and selection of process to be applied and as identified in the proposal including the delegation of operational tasks to the Chief Executive to:
 - I. Determine the placement of advertising
 - II. Determine the selection processes to be applied
 - III. Set questions/ tests to be used at interview by Committee

IV. Shortlist candidates to be interviewed

- 3) Approve the supporting documents to be used for recruitment and selection purposes (the advert wording and the job description and person specification to be applied to the post);
- 4) Approve the wording of the job advertisement;
- 5) Approve the timetable to be applied and, within the bounds of the Council Constitution, the role of the Committee and of officers in the selection process; and
- 6) Note that the selection interview will be undertaken by the full Appointments and Conditions of Service Committee which will then be responsible for the appointment decision.

12 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

The meeting finished at 10.10 am

Signed by Chair:
Date: