

## Appointments Sub-Committee

Friday, 4th September, 2015  
2.00 pm

Attendees	
<b>Councillors:</b>	Wendy Flynn (Chair), Rowena Hay and Chris Mason
<b>Also in attendance:</b>	Richard Hall, Councillor Andrew McKinlay and Andrew North

### Minutes

**1. ELECTION OF CHAIR AND VICE-CHAIR**

Councillor Wendy Flynn was duly elected as Chair.

**2. APOLOGIES FOR ABSENCE**

None received.

**3. DECLARATIONS OF INTEREST**

None declared.

**4. LOCAL GOVERNMENT ACT 1972-EXEMPT BUSINESS**

Resolved

“That in accordance with Section 100A(4) Local Government Act 1972 the public be excluded from the meeting for the remaining agenda items as it is likely that, in view of the nature of the business to be transacted or the nature of the proceedings, if members of the public are present there will be disclosed to them exempt information as defined in paragraphs 1 and 2 of Part (1) Schedule (12A) Local Government Act 1972, namely :

Paragraph 1 : Information relating to any individual

Paragraph 2: Information which is likely to reveal the identity of an individual

**5. APPOINTMENT OF DIRECTOR OF PLANNING-ENVIRONMENTAL AND REGULATORY SERVICES DIVISION**

The Chief Executive, Andrew North, referred Members to the report which had been approved by Council on 20 July regarding the Restructure of the Environmental and Regulatory Services Division and the recruitment process recommended for the Managing Director and the two Directors posts. This meeting today was concerned with the process for considering the applications for the internal advertisement for the acting Director of Planning post for a period of 12 months.

The HR Business Partner, Richard Hall outlined the process to be followed for the interview for the Director of Planning.

He reminded members of the legislation and HR policy regarding the interview and recruitment process and responded to any questions from Members. He reminded Members that they were under no obligation to make an appointment if they felt there was no suitable candidate. He referred Members to the application form each of the candidate(s) and referred members to the job specification, person specification and the suggested interview questions which had been circulated to all members of the Appointments Sub-Committee.

Members proceeded with the interview process.

**Resolved that Tracey Crews be offered the position of Director of Planning – Environmental and Regulatory Services Division as a 12 month secondment.**

Wendy Flynn  
**Chairman**