

## Appointments Sub-Committee

Monday, 2nd November, 2015  
10.00 am - 5.00 pm

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

### Minutes

**1. APOLOGIES FOR ABSENCE**

None

**2. DECLARATIONS OF INTEREST**

None

**3. 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**

**4. APPOINTMENT OF MANAGING DIRECTOR- REGULATORY AND ENVIRONMENTAL 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/external advertisement for the Managing Director – Place and Economic Development role.

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

Candidates were scheduled to meet key stakeholders for an informal question and answer session. This was an opportunity to both stakeholders and candidates to understand more about each other. The feedback from the

stakeholders would be gathered and fed back to the interview panel before formal interviews take place.

An informal meeting between candidates and Andrew North, Chief Executive and Pat Pratley, Deputy Chief Executive would also take place, and feedback would be given to the interview panel prior to the formal interviews.

The HR Business Partner, Richard Hall, 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**

**Candidate 4 be offered the position of Managing Director – Place and Economic Development.**

**Details of the candidate can only be released after formal acceptance of the offer has been received.**

Wendy Flynn  
**Chairman**