

## CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **APPOINTMENTS SUB-COMMITTEE** held at Leader's Meeting Room, Ground West, Priory House, Monks Walk, Shefford on Friday, 23 November 2012

Cllrs P Hollick  
J G Jamieson  
D Jones

Cllrs M R Jones  
B J Spurr

Officers in Attendance: Mr R Carr – Chief Executive  
Ms D Clarke – Interim Assistant Chief Executive  
(People & Organisation)  
Mr L Manning – Committee Services Officer

### ASC/12/1 **Appointment of Chairman**

#### **RESOLVED**

**that Councillor J G Jamieson be appointed Chairman of the Sub-Committee for this meeting only.**

### ASC/12/2 **Member's Interests**

There were no declarations of interest.

### ASC/12/3 **Exclusion of Press and Public**

#### **RESOLVED**

**that in accordance with section 100A of the Local Government Act 1972 the Press and Public be excluded from the meeting for the following item of business on the grounds that consideration of the item is likely to involve the disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A of the Act.**

### ASC/12/4 **Appointment of Community Services Director**

The Sub-Committee considered documents setting out the draft job purpose, key duties and person specification, together with the proposed recruitment timetable, for the post of Community Services Director.

The meeting first worked through the draft job purpose, key duties and person specification. In response to Members' queries the Assistant Chief Executive (People and Organisation) explained that the key duties listed for the post, which held responsibility for the Council's 'universal' services, were in outline form only and could be increased in the future.

Moving on to the person specification the Assistant Chief Executive (People and Organisation) explained that the specification set out the minimum requirements for the post.

Clarification was sought on some of the criteria and a number of amendments proposed.

The Sub-Committee welcomed the suggestion that, as part of the recruitment process, the Leader of the Council and the Chief Executive meet with the shortlisted candidates informally and provide them with an insight into the Council.

The Assistant Chief Executive (People and Organisation) advised that she would be absent for the last two weeks of January 2013 but that the Head of HR Shared Services would assume responsibility for the recruitment process during that period.

The Sub-Committee noted that it would be necessary for its membership to remain constant for the remainder of the recruitment process.

Members turned to consider the recruitment timetable for the post. The Assistant Chief Executive (People and Organisation) advised that the proposed closing date for applications was 19 December 2012. The Sub-Committee considered and took full account of the effect of the Christmas and New Year period on the timing of the recruitment process. It was felt that the proximity of the closing date for applications would have no adverse effect on the number or quality of applicants. Further, packs containing information on the applicants, together with a recommended shortlist, could be circulated in good time to allow Members to examine these before the Sub-Committee's next meeting.

The Assistant Chief Executive (People and Organisation) advised that approximately six recruitment consultants, with a wide range of private and public sector recruitment experience, had been contacted in connection with undertaking particular elements of the appointment process. She was confident that an acceptable proposal would be forthcoming from amongst them.

## **RESOLVED**

- 1 that the job purpose for the post of Community Services Director, as submitted, be confirmed;**
- 2 that the key duties, as submitted, be confirmed subject to the following amendment:**  
  
**Paragraph 5 – delete 'in' from between 'Council' and 'sub-regionally';**
- 3 that the person specification, as submitted, be confirmed subject to the following amendments:**

- a) **Part 2, Relevant Experience – move paragraph 6 from under Essential Criteria and place under Desirable Criteria;**
  - b) **Part 2, Relevant Experience – delete the final paragraph under Essential Criteria and insert a replacement final paragraph in Part 3, Skills and Abilities to read:  
  
‘Ability to manage and get best value from commercial contracts.’**
  - c) **Part 3, Skills and Abilities – delete paragraph 5.**
  - d) **Part 4, Style and Behaviour – reword paragraph 1 to ensure clarity;**
- 4 that the closing date for applications be 19 December 2012;**
- 5 that information packs, containing details of all applicants, together with a recommended shortlist of candidates, be circulated by 31 December 2012 to all members of the Appointments Sub-Committee;**
- 6 that a meeting of the Appointments Sub-Committee be held on 9 January 2013 at 3.00 p.m. to agree the interview questions, review the list of applicants and approve a shortlist of those to be invited for interview;**
- 7 that, following the shortlisting of candidates by the Appointments Sub-Committee, the Leader of the Council and the Chief Executive meet with the shortlisted candidates on an informal basis in order to provide them with an insight into the Council;**
- 8 that a meeting of the Appointments Sub-Committee be held on 18 January 2013 over the whole day to interview the shortlisted candidates and make an appointment decision.**

*(Addendum: Following advice from the selected recruitment partner, and with the agreement of the Chairman of the Sub-Committee, the meeting dates set out in resolutions 6 and 8 above were revised. The meeting of the Sub-Committee to shortlist candidates was rescheduled to 18 January 2013 and the meeting to interview candidates and make an appointment decision was rescheduled to 25 January 2013).*

(Note: The meeting commenced at 12.05 p.m. and concluded at 12.40 p.m.)

Chairman.....

Dated.....