

Central Bedfordshire
Council
Priory House
Monks Walk
Chicksands,
Shefford SG17 5TQ



please ask for Leslie Manning

direct line 0300 300 5132

date 4 April 2013

NOTICE OF MEETING

APPOINTMENTS SUB-COMMITTEE

Date & Time

Monday, 15 April 2013 9.00 a.m.

Venue at

**Leader's Meeting Room, Ground West, Priory House,
Monks Walk, Shefford**

Richard Carr
Chief Executive

To: The Members of the APPOINTMENTS SUB-COMMITTEE:

Cllrs C Hegley, P Hollick, J G Jamieson, D Jones and M R Jones

[Named Substitutes:

Cllrs P N Aldis, B Saunders and N Warren]

All other Members of the Council - on request

AGENDA

1. **APPOINTMENT OF CHAIRMAN**

To appoint a Chairman for the meeting.

2. **APOLOGIES FOR ABSENCE**

To receive apologies for absence and notification of substitute Members.

3. **MINUTES**

To approve as a correct record the minutes of the meeting of the Appointments Sub-Committee held on 1 March 2013 (copy attached).

4. **MEMBERS' INTERESTS**

To receive from Members any declarations of interest.

5. **EXCLUSION OF PRESS AND PUBLIC**

To consider whether to pass a resolution under section 100A of the Local Government Act 1972 to exclude the Press and Public from the meeting for the following item of business on the grounds that the consideration of the item is likely to involve the disclosure of exempt information as defined in Paragraph 1 of Part I of Schedule 12A of the Act.

Exempt Decision

<i>Item</i>	<i>Subject</i>	<i>Exempt Para.</i>	<i>Page Nos.</i>
6.	Appointment of Director of Improvement and Corporate Services	* 1	+ To Follow

To consider a report on the longlisting of candidates for the post of Director of Improvement and Corporate Services.

CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **APPOINTMENTS SUB-COMMITTEE** held in the Leader's Meeting Room, Ground West, Priory House, Monks Walk, Shefford on Friday, 1 March 2013

PRESENT

Cllrs C Hegley
P Hollick
J G Jamieson

Cllrs D Jones
M R Jones

Officers in Attendance: Mrs V Chapman – Head of HR Business Partners & Major Programmes
Mrs M Clampitt – Committee Services Officer

ASC/12/15 **Appointment of Chairman**

RESOLVED

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

ASC/12/16 **Members' Interests**

There were no declarations of interest made.

ASC/12/17 **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/12/18 **Appointment of Director of Improvement and Corporate Services**

The Sub-Committee considered documents setting out the draft job description and draft person specification, together with the proposed recruitment timetable, for the post of Director of Improvement and Corporate Services.

The meeting first worked through the draft job description and draft person specification. Amendments were proposed to the latter.

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

The Sub-Committee requested that the closing date for applications be extended to 5.00 p.m. on Monday, 25 March. The extension would allow prospective candidates an additional weekend to apply.

Members felt that the meeting on 25 April should be for the entire day thus removing any time constraints on the interviewing of candidates.

RESOLVED

- 1 that the draft job description for the post of Director of Improvement and Corporate Services, as submitted, be confirmed;**
- 2 that the person specification for the above post, as submitted, be confirmed subject to the following amendment:**

Part 2, Relevant Experience – include Finance and Facilities Management under Desirable Criteria, along with a caveat that these responsibilities do not currently lie within this Directorate but knowledge of them would be advantageous.
- 3 that the proposed timetable for the recruitment and selection process for the above post, as submitted, be agreed subject to the following amendments:**
 - a) that the closing date for applications be 5.00 p.m. on 25 March 2013;**
 - b) that the meeting of the Appointments Sub-Committee on 25 April 2013, at which shortlisted candidates are to be interviewed and an appointment decision made, be held over the whole day.**

(Note: The meeting commenced at 8.30 a.m. and concluded at 8.45 a.m.)