

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



**please ask for** Leslie Manning  
**direct line** 0300 300 5132  
**date** 3 June 2013

## **NOTICE OF MEETING**

### **APPOINTMENTS SUB-COMMITTEE**

Date & Time

**Tuesday, 11 June 2013 3.30 p.m.**

Venue at

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

Richard Carr  
**Chief Executive**

### **PLEASE NOTE THE START TIME**

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 25 April 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	<b>Appointment of Chief Legal and Democratic Services Officer</b>  To consider a report on the longlisting of candidates for the post of Chief Legal and Democratic Services Officer.	* 1	+ To Follow

**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 Thursday, 25 April 2013

**PRESENT**

Cllrs C Hegley  
P Hollick  
J G Jamieson

Cllrs D Jones  
M R Jones

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

ASC/13/6 **Appointment of Chairman**

**RESOLVED**

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

ASC/13/7 **Members' Interests**

There were no declarations of interest.

ASC/13/8 **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/13/9 **Appointment of Chief Legal and Democratic Services Officer**

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 Chief Legal and Democratic Services Officer.

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.

The Sub-Committee requested that the closing date for applications be extended to 5.00 p.m. on Thursday, 30 May. The extension would allow prospective candidates an additional week to apply. Members noted that, as a result, the Sub-Committee meeting to consider the longlisting of applicants and their subsequent interview and testing by Solace, the Council's recruitment partner, would take place later than anticipated. In addition, the informal meetings with the Leader and the Chief Executive would be with the shortlisted candidates only.

## **RESOLVED**

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

**Part 3, Skills and Abilities – that an additional section be added emphasising the extent of the gravitas required whilst stressing that the post holder is the senior legal advisor to the Council, which requires quick thinking at times, and that he or she should be capable of driving forward an effective Legal Service;**
- 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 30 May 2013;**
  - b) that the meeting of the Appointments Sub-Committee to consider the longlisting of applicants take place during the week commencing 3 June 2013;**
  - c) that the interviewing and testing of longlisted applicants take place during the week commencing 10 June 2013;**
  - d) that the programme be adjusted to take account of the informal meetings with the Leader and the Chief Executive being with shortlisted candidates only.**

(Note: The meeting commenced at 10.40 a.m. and concluded at 10.55 a.m.)