

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



please ask for Leslie Manning
direct line 0300 300 5132
date 27 June 2013

NOTICE OF MEETING

APPOINTMENTS SUB-COMMITTEE

Date & Time

Monday, 8 July 2013 4.00 p.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 11 June 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>
	Appointment of Chief Legal and Democratic Services Officer	* 1	5 - 12

To consider a report on the shortlisting of candidates for the post of Chief Legal and Democratic Services Officer.

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 Tuesday, 11 June 2013

PRESENT

Cllrs C Hegley
P Hollick
J G Jamieson

Cllrs D Jones
M R Jones

Officers in Attendance: Ms D Clarke – Director of Improvement and Corporate Services
Mr L Manning (for items 1-5 only) – Committee Services Officer

Others in Attendance: Mr S Guest – SOLACE Enterprises

ASC/13/15 **Appointment of Chairman**

RESOLVED

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

ASC/13/16 **Minutes**

RESOLVED

that the minutes of the meeting of the Appointments Sub-Committee held on 25 April 2013 be confirmed and signed by the Chairman as a correct record.

ASC/13/17 **Members' Interests**

There were no declarations of interest.

ASC/13/18 **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/13/19 **Appointment of Chief Legal and Democratic Services Officer**

The Sub-Committee considered a candidate application report by SOLACE Enterprises, the Council's recruitment partner, for the post of Chief Legal and Democratic Services Officer. The report set out details of all applicants, categorised by SOLACE Enterprises, taking account of the requirements set out in the Council's Job Description and Person Specification.

The Sub-Committee then gave full consideration to the information before it.

RESOLVED

- 1 that the applicants identified by the Appointments Sub-Committee as being suitable for longlisting be invited to attend preliminary interviews, testing and assessment by SOLACE Enterprises;**
- 2 that a report on the outcome of the recruitment activity outlined in resolution 1 above, together with a proposed shortlist of applicants, be submitted to the meeting of the Sub-Committee scheduled to be held on 8 July 2013.**

(Note: The meeting commenced at 3.30 p.m. and concluded at 4.15 p.m.)

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank