

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



please ask for Leslie Manning
direct line 0300 300 5132
date 10 October 2013

NOTICE OF MEETING

APPOINTMENTS SUB-COMMITTEE

Date & Time

Friday, 18 October 2013 2.00 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: J G Jamieson, M R Jones, J Murray, R C Stay and J N Young

[Named Substitutes:

CLlrs: B Saunders, I Shingler 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 2 August 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 Regeneration and Business Services	* 1	+ To Follow

To consider a report on the longlisting of candidates for the post of Director of Regeneration and Business 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, 2 August 2013

PRESENT

Cllrs J G Jamieson
M R Jones

Cllrs J Murray
J N Young

Apologies for Absence: Cllr P Hollick

Officers in Attendance: Mr R Carr – Chief Executive
Ms D Clarke – Director of Improvement and
Corporate Services
Mr L Manning – Committee Services Officer

ASC/13/25 **Appointment of Chairman**

RESOLVED

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

ASC/13/26 **Members' Interests**

There were no declarations of interest.

ASC/13/27 **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/13/28 **Appointment of Director of Regeneration and Business Support**

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 Regeneration and Business Support.

Members noted that a recruitment partner had now been appointed.

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

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.

RESOLVED

- 1 that the draft job description for the post of Director of Regeneration and Business Support, as submitted, be confirmed subject to the following amendments:**
 - a a greater emphasis on the importance of internal cross Directorate working;**
 - b a greater emphasis on the importance of town centre regeneration;**
 - c the strengthening of main accountability no. 12 regarding the postholder's leading role in regional work or working with other partner agencies;**
 - d reference to the improvement and development of relationships with businesses and the generation of quality jobs;**
- 2 that the Organisation Chart be realigned to reflect the current position;**
- 3 that the person specification for the above post, as submitted, be confirmed subject to the following amendments to Part 4, Style and Behaviour:**
 - a rephrasing the existing second bullet point and inserting a reference to broader stakeholder management;**
 - b amending the existing final bullet point to read 'Improves equality of opportunity in services and employment';**
 - c adding a bullet point to read 'Commitment to ensuring that Central Bedfordshire is a great place.'**

NOTED

the proposed timetable for the recruitment and selection process for the above post.

(Note: The meeting commenced at 4.00 p.m. and concluded at 4.45 p.m.)

Chairman.....

Dated.....

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