

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



please ask for Leslie Manning
direct line 0300 300 5132
date 30 April 2014

NOTICE OF MEETING

APPOINTMENTS SUB-COMMITTEE

Date & Time

Friday, 9 May 2014 11.00 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, J G Jamieson, M R Jones, J Murray and M A G Versallion

[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 20 March 2014 (copy attached).

4. **MEMBERS' INTERESTS**

To receive from Members any declarations of interest.

Decisions

Item	Subject	Page Nos.
5.	Appointment of Director of Children's Services To consider a report on the longlisting of candidates for the post of Director of Children's Services.	* 9 - 10
6.	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 Paper

<i>Item</i>	<i>Subject</i>	<i>Exempt Para.</i>	<i>Page Nos.</i>
7.	Appointment of Director of Children's Services	* 1	+ To Follow

To consider exempt Appendix A to the report on the longlisting of candidates for the post of Director of Children's Services.

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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, 20 March 2014

PRESENT

Cllrs P Hollick
J G Jamieson
M R Jones

Cllrs J Murray
M A G Versallion

Officers in Attendance: Mr R Carr – Chief Executive
Ms D Clarke – Director of Improvement and Corporate Services
Mr L Manning – Committee Services Officer
Mrs J Ogley – Director of Social Care, Health and Housing

ASC/13/49 **Appointment of Chairman**

RESOLVED

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

ASC/13/50 **Members' Interests**

There were no declarations of interest.

ASC/13/51 **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/13/52 **Appointment of Director of Children's 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 Children's Services.

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

During discussion it was proposed that the amended job description be shared with relevant stakeholders to ensure their engagement and support in the recruitment process. Members also recognised the importance of including a degree of flexibility in the person specification criteria in particular in order to encourage the full range of suitable applications.

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

RESOLVED

- 1 that the draft job description for the post of Director of Children's Services, as submitted, be confirmed subject to the following amendments:**
 - a strengthening of the concept of service integration across the Council with an emphasis on outcomes;**
 - b inserting the words 'in partnership' between 'Working' and 'with headteachers...' in paragraph 7 of Main Accountabilities;**
 - c including a reference to the Council's role regarding Looked After Children, fostering and adoption and special schools;**
 - d recasting the reference to the Director's relationship with the Local Safeguarding Children Board;**
- 2 that the Organisation Chart be amended to reflect the current position;**
- 3 that the person specification for the above post, as submitted, be confirmed subject to the following amendments:**
 - a including a reference to educational improvement under Part 2, Knowledge and Experience;**
 - b amending paragraph 3 of Part 2, Knowledge and Experience to encourage applications from candidates with the required skills, qualifications and experience who were not yet employed at Director level;**
- 4 that the Director of Improvement and Corporate Services circulate the amended job description and the approved appointment timetable to relevant stakeholders and then advise the Sub-Committee of any comments that arise.**

NOTED

- 1 that the proposed timetable for the recruitment and selection process for the above post is subject to circumstances and the need for flexibility in meeting arrangements;**
- 2 that, in view of a prior commitment and in order to comply with the requirement that the Sub-Committee's membership remain constant for the remainder of the recruitment process, Councillor Hollick has resigned from the Sub-Committee with immediate effect and a replacement will be sought from amongst the Appointments Panel's membership.**

(Note: The meeting commenced at 8.30 a.m. and concluded at 9.29 a.m.)

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Meeting: Appointments Sub-Committee

Date: 9 May 2014

Subject: Appointment of Director of Children's Services

Report of: Cllr James Jamieson, Leader of the Council

Summary: The report proposes a list of applicants from which the Appointments Sub-Committee is invited to identify those it considers suitable for longlisting. The longlisted candidates will then be invited to attend preliminary interviews, testing and assessment to be undertaken by Green Park. A report on the outcome of that recruitment activity together with a proposed shortlist of applicants is then to be submitted to the meeting of the Sub-Committee scheduled to be held on 29 May 2014.

Advising Officer: Deb Clarke, Director of Improvement and Corporate Services

Contact Officer: Deb Clarke, Director of Improvement and Corporate Services

Public/Exempt: Public (Appendix A is exempt by virtue of paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972).

Wards Affected: All

Function of: General Purposes Committee

CORPORATE IMPLICATIONS

Council Priorities:

The appointment to this post will support all Council priorities.

Financial:

1. Appointment to this post is budgeted for in the Council's Medium Term Financial Plan.

Legal:

2. The appointment will be carried out according to the Council's constitution and will not breach any relevant legislation.

Risk Management:

4. No risks identified.

Staffing (including Trades Unions):

5. Not Applicable.

Equalities/Human Rights:

6. Not Applicable.

Public Health

7. Not Applicable.

Community Safety:

8. Not Applicable.

Sustainability:

9. Not Applicable.

Procurement:

10. A recruitment partner, Green Park, has been appointed through a competitive process in line with the Council's procurement rules.

RECOMMENDATIONS:

The Committee is asked to:

1. **Review the applications received; and**
2. **Agree a longlist of applicants whom it considers suitable to be invited to attend preliminary interviews, testing and assessment to be undertaken by Green Park.**

Appendices:

Appendix A – Completed applications received by Green Park for the post of Director of Children's Services (to follow)

Background Papers: (open to public inspection)

None