

SENIOR MANAGEMENT APPOINTMENT COMMITTEE

Minutes of an in person meeting held in the Council Chamber in the Civic Offices on 24th April, 2024.

The Committee agenda is available [here](#).

Present: Councillor L. Burnett (Chair); Councillors G.D.D. Carroll, P. Drake, Dr. I.J. Johnson and E. Williams.

APOLOGY FOR ABSENCE –

This was received from Councillor B.E. Brooks.

MINUTES –

RESOLVED – T H A T the minutes of the meeting held on 27th February, 2024 be approved as a correct record.

DECLARATIONS OF INTEREST –

No declarations of interest were received.

RECRUITMENT AND SELECTION ARRANGEMENTS FOR THE HEAD OF LEGAL AND DEMOCRATIC SERVICES / MONITORING OFFICER (CX) –

The Director of Corporate Resources presented the report which requested Committee to identify and confirm (following interview under Part II of the agenda) a suitable candidate for appointment for the post of Head of Legal and Democratic Services / Monitoring Officer.

The Job Description and Person Specification for the post were included in the Recruitment Pack which was attached to the report as Appendix A. Members were asked to identify and confirm (following interviews under Part II of the agenda) a suitable candidate for appointment.

Following consideration of the report, it was

RESOLVED –

(1) T H A T interviews be undertaken under Part II of the agenda in relation to the post of Head of Legal and Democratic Services / Monitoring Officer and for Elected Members of the Committee to make a final determination to appoint a suitable candidate.

(2) T H A T residual appointment details be delegated, as appropriate, to the Chief Executive, in consultation with the Director of Corporate Resources, should a suitable applicant be confirmed by Elected Members of the Committee.

Reasons for decisions

- (1) To ensure an appointment to the post was conducted in accordance with the Council's Constitution.
- (2) To ensure that all Council functions were met within this area.

RECRUITMENT AND SELECTION ARRANGEMENTS FOR THE
DIRECTOR OF LEARNING AND SKILLS (CX) –

The Chief Executive presented the report which set out the final interview schedule for the post of Director of Learning and Skills and sought Committee approval to identify and confirm (following interview under Part II) a suitable candidate for appointment.

The Job Description and Person Specification for the post were included in the Recruitment Pack which was attached to the report as Appendix A.

Following consideration of the report, it was

RESOLVED –

- (1) T H A T interviews be undertaken under Part II of the agenda in relation to the post of Director of Learning and Skills and for Elected Members of the Committee to make a final determination to appoint a suitable candidate.
- (2) T H A T residual appointment details be delegated, as appropriate, to the Chief Executive, in consultation with the Director of Corporate Resources, should a suitable applicant be confirmed by Elected Members of the Committee.

Reasons for decisions

- (1) To ensure an appointment to the post was conducted in accordance with the Council's Constitution.
- (2) To ensure that all Council functions were met within this area.

EXCLUSION OF PRESS AND PUBLIC –

RESOLVED – T H A T under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 4 of Schedule 12A (as amended) of the Act, the

relevant paragraphs of the Schedule being referred to in brackets after the minute heading.

RECRUITMENT AND SELECTION ARRANGEMENTS FOR THE HEAD OF LEGAL AND DEMOCRATIC SERVICES/MONITORING OFFICER (CX) (EXEMPT INFORMATION – PARAGRAPH 15) –

The Director of Corporate Resources presented the report which sought Committee approval to identify and confirm (following interview) a suitable candidate for appointment for the post of Head of Legal and Democratic Services / Monitoring Officer.

Following consideration of the report, approval of the short list and the subsequent interview, Committee

RESOLVED –

- (1) T H A T V. Davidson be appointed to the post of Head of Legal and Democratic Services / Monitoring Officer.
- (2) T H A T residual appointment details be delegated, as appropriate, to the Chief Executive, in consultation with the Director of Corporate Resources.

Reasons for decisions

- (1) Following the interview of the candidate.
- (2) To ensure that all Council functions were met within this area.

RECRUITMENT AND SELECTION ARRANGEMENTS FOR THE DIRECTOR OF LEARNING AND SKILLS (CX) (EXEMPT INFORMATION – PARAGRAPH 15) –

The Chief Executive presented the report which sought to identify and confirm (following interview) a suitable candidate for appointment for the post of Director of Learning and Skills.

The Job Description and Person Specification for the post were included in the Recruitment Pack which was attached to the report as Appendix A. Members were asked to identify and confirm (following interviews to follow directly after the meeting) a suitable candidate for appointment.

Following consideration of the report, approval of the shortlist and interviews by the Committee, it was subsequently

RESOLVED –

- (1) T H A T E. Jones be appointed to the post of Director of Learning and Skills.
- (2) T H A T residual appointment details be delegated, as appropriate, to the Chief Executive, in consultation with the Director of Corporate Resources.

Reasons for decisions

- (1) Following the interview of the candidate.
- (2) To ensure that all Council functions were met within this area.