

# Public Document Pack



## APPOINTMENTS COMMITTEE

**Date: Friday, 31 May 2019**

**Time: 10.00am,**

**Location: Shimkent Room, Daneshill House, Danestrete**

**Contact: Jackie Cansick (01438) 242216**

Members: To be appointed at Annual Council

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## AGENDA

### PART 1

**1. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

**2. MINUTES - 11 FEBRUARY 2019**

To approve as a correct record the minutes of the meeting held on 11 February 2019.

Pages 3 – 4

**3. THE PERMANENT APPOINTMENT OF A NEW CHIEF EXECUTIVE**

To approve the recruitment process for the permanent appointment of a new Chief Executive.

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**4. URGENT PART 1 BUSINESS**

To consider any Part 1 business accepted by the Chair as urgent.

**5. EXCLUSION OF PUBLIC AND PRESS**

To consider the following motions –

1. That under Section 100(A) 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 described in paragraphs 1 – 7 of Part 1 of Schedule 12A of the Act as amended by Local Government (Access to Information) (Variation) Order 2006.

2. That Members consider the reasons for the following reports being in Part II and determine whether or not maintaining the exemption from disclosure of the information contained therein outweighs the public interest in disclosure.

**6. PART II MINUTES - 12 FEBRUARY 2019**

To approve as a correct record the Part II Minutes of the Appointments Committee held on 12 February 2019.

**7. URGENT PART II BUSINESS**

To consider any Part II business accepted by the Chair as urgent.

Agenda Published 22 May 2019

## STEVENAGE BOROUGH COUNCIL

### APPOINTMENTS COMMITTEE MINUTES

Date: Monday, 11 February 2019

Time: 11.00am

Place: Autun Room, Daneshill House, Danestrete

**Present:** Councillors: Sharon Taylor OBE CC (Chair), Richard Henry, Mrs Joan Lloyd, Maureen McKay, Robin Parker CC and Jeannette Thomas

**Start / End** Start Time: 11.00am  
**Time:** End Time: 11.30am

#### 1 **APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

Apologies for absence were received from Councillors P Bibby, CC and J Gardner.

There were no declarations of interest.

At this point the Chair, supported by the Committee expressed best wishes to Scott Crudgington in taking up his new post at the County Council. The Council was very appreciative of the great job Mr. Crudgington had done for the Council in his 18 here and he would be sorely missed.

#### 2 **EXCLUSION OF PRESS AND PUBLIC**

It was **RESOLVED**:

1. That, under Section 100(A) 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 involved the likely disclosure of exempt information as described in paragraphs 1 to 7 of Part 1 of Schedule 12A of the Act, as amended by SI 2006 No. 88; and
2. That having considered the reasons for the following items being in Part II, it be determined that maintaining the exemption from disclosure of the information contained therein outweighed the public interest in disclosure.

#### 3 **APPOINTMENT OF AN INTERIM CHIEF EXECUTIVE AND THE RECRUITMENT PROCESS TO BE APPLIED TO ENABLE THE PERMANENT APPOINTMENT OF A NEW CHIEF EXECUTIVE**

The Committee considered a Part II report concerning the appointment of an Interim Chief Executive and the recruitment process for the permanent position.

It was **RESOLVED** that the recommendations in the report are approved.

NOTE: Councillor R Parker CC requested that his vote in opposition to recommendation 2.6 of the report be recorded in the Minutes.

**CHAIR**

**Meeting:** APPOINTMENTS COMMITTEE

Portfolio Area: Resources

**Date:** 31 MAY 2019

## THE PERMANENT APPOINTMENT OF A NEW CHIEF EXECUTIVE

### NON-KEY DECISION

Author	Clare Davies, Senior HR Manager	Ext. 2164
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	Kirsten Frew, HR Manager (Resourcing)	Ext. 2321
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### 1. PURPOSE

- 1.1 In accordance with the requirement of the Council's Constitution to approve the recruitment process for the permanent appointment of a new Chief Executive.

### 2. RECOMMENDATIONS

- 2.1 That the Appointments Committee revokes the decision it made at its meeting on 11 February 2019 in relation to the recruitment and selection process for the permanent appointment of a new Chief Executive and approves the process set out in section 4 of this report.

### 3. BACKGROUND

- 3.1 At its meeting on 11 February 2019, Appointments Committee made a number of decisions including recommending to Council that it appoint Matthew Partridge as Interim Chief Executive from 8 April 2019 and approving the recruitment and selection process for the permanent appointment of a new Chief Executive as set out in section 5 of the report to that meeting. That process involved an initial internal recruitment process, with the post to be advertised externally only in the event that an internal appointment could not be made.
- 3.2 That following the Appointments Committee held on 11 February 2019 where the Committee approved the officer recommendation that an internal recruitment process should be taken, the Leader sought wider views from Members across all three political Groups on the approach to be taken for this recruitment..
- 3.3 Following consideration of the feedback received Officers in consultation with the Leader are now recommending to the Appointments Committee that the

post of Chief Executive be advertised internally and externally to ensure that the Council attracts the best possible pool of applicants

#### **4. RECRUITMENT AND SELECTION PROCESS FOR THE PERMANENT APPOINTMENT OF A NEW CHIEF EXECUTIVE**

- 4.1 It is proposed that an external recruitment process is undertaken to the permanent post of Chief Executive/ Head of Paid Service, Electoral Registration Officer and Returning Officer. The role will be advertised on the SBC intranet for 3 weeks and also published in The MJ (Municipal Journal) and on The MJ website.
- 4.2 Applicants will then be short listed and those successfully shortlisted will be invited to an assessment centre.
- 4.3 The assessment centre will be made up of:
- A presentation exercise to the Appointments Committee
  - A leadership competency profile assessment
  - A competency based interview with a panel comprising the Appointments Committee and an external adviser to the panel.
- 4.4 Once a preferred candidate has been selected the Appointments Committee is to confirm its recommendation.
- 4.5 The Executive members will also be notified of the proposed appointment and given 5 working days to object.
- 4.6 Once both the Appointments Committee and the Executive members have confirmed that there are no objections to appointment of the preferred candidate, a report will be taken to Council recommending that it approve the appointment.
- 4.7 It is intended that this internal recruitment process will commence in June 2019 and should a successful candidate be identified Council will be asked to appoint them in September 2019.
- 4.8 Any internal vacancies resulting through the permanent appointment of a new Chief Executive will be managed in line with the Officer Employment Procedure Rules.

#### **5. IMPLICATIONS**

##### **5.1 Financial Implications**

The advertisement will be funded through the Council's advertising recruitment budget.

## 5.2 Legal Implications

The proposed recruitment and selection processes set out in the report are in accordance with statutory procedures for the appointment of the Chief Executive.

## 5.3 Equalities and Diversity Implications

There are no equality and diversity implications arising from this report.

## Background Documents

Stevenage Borough Council Constitution - Part 4H - Officer Employment Procedure Rules – <http://www.stevenage.gov.uk/content/committees/96416/Part4H-Officer-Employment-Procedure-Rules-updated-August-2015.pdf>

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By virtue of paragraph(s) 1 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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