

**Appointment Sub Committee –  
Chief Executive**

2 March 2009  
5.00pm

**Present:** Councillors Cantrill, Herbert, Hart, Nimmo-Smith, Reid, Smart.  
Councillor Bick, Chief Executive, Head of HR, and Kate Wilson of Tribal  
Resourcing were also in attendance.

**1. APPOINTMENT OF CHAIR**

Councillor Nimmo-Smith was appointed Chair.

**2. APOLOGIES**

None received.

**3. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**4. PUBLIC SPEAKERS**

There were no public speakers.

**5. EXCLUSION OF THE PUBLIC**

Before considering the next item on the agenda, the Sub-Committee decided to exclude members of the public from the meeting on the grounds that, if they were present, there would be disclosure to them of information defined as exempt from publication by paragraphs 1 and 3 of Part 1 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006.

**6. CONSIDERATION OF THE OUTLINE RECRUITMENT PROCESS, USE OF CONSULTANTS, EXECUTIVE SEARCH AND TIMETABLE**

The outline recruitment process and timetable for the appointment of a Chief Executive was discussed and agreed; including dates for future meetings of the further stages of the recruitment process, and the involvement of consultants at various stages of the process. It was agreed not to proceed with executive search at this stage of the recruitment process and alternative arrangements were considered and agreed.

**7. CONSIDERATION OF THE JOB DESCRIPTION AND PERSON SPECIFICATION FOR THE POST OF CHIEF EXECUTIVE, INCLUDING KEY OBJECTIVES FOR THE FIRST 12 MONTHS IN POST**

The Appointment Sub Committee considered the existing job description, the key actions for the post over the next 12 months, the main functions of the role and criteria of the person specification to enable a draft to be produced for the next meeting of the Committee.

## **8. CONSIDERATION OF CONCEPTS FOR THE RECRUITMENT CAMPAIGN, MICROSITE AND USE OF MEDIA**

Concepts for the recruitment advertisement were discussed to enable draft advertisement designs to be produced for consideration at the next meeting and a choice of media was made. The documentation to be included on the microsite was noted.

## **9. OUTLINE OF TERMS AND CONDITIONS OF APPOINTMENT**

The Appointment Sub Committee considered the current terms and conditions of the post. Agreement was reached on the salary to be referred to in the advertisement and on the terms and conditions to be offered, as published in the information pack and on the microsite.

**The Meeting concluded at 7.00pm**

**Chair**