

No.

## **SENIOR MANAGEMENT APPOINTMENT COMMITTEE**

Minutes of a Remote meeting held on 12<sup>th</sup> October, 2021.

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

The recording of the meeting is available [here](#).

Present: Councillor N. Moore (Chair); Councillor L. Burnett (Vice-Chair); Councillors R. Crowley, S.M. Hanks and J.W. Thomas.

### 447 ANNOUNCEMENT –

Prior to the commencement of the business of the Committee, the Principal Democratic Services Officer reminded all present of some housekeeping issues which included that the meeting would be live streamed as well as recorded via the internet and archived for future viewing.

### 448 MINUTES –

RESOLVED – T H A T the minutes of the meeting held on 25<sup>th</sup> June, 2019 be approved as a correct record.

### 449 DECLARATIONS OF INTEREST –

No declarations were received.

### 450 RECRUITMENT AND SELECTION ARRANGEMENTS FOR THE HEAD OF FINANCE / SECTION 151 OFFICER (MD) –

The Managing Director, in presenting the report, advised the content of the report contained the details of the recruitment and selection arrangements proposed for the position of Head of Finance / Section 151 Officer. The current post holder was due to relinquish their position commencing the first week of December 2021 with the Managing Director further advising that supplementary information relating to the Job Description and Person Specification for the position had been circulated to Members of the Committee and uploaded to the Council website prior to the meeting.

The Committee was requested to delegate responsibility for agreeing the following to the Head of Human Resources and Organisational Development in consultation with the Managing Director and Leader of the Council:

- Advertising;
- Long-listing for any assessment process;

No.

- Shortlisting for the final interview with Senior Management Appointment Committee.

Following a query from Councillor Hanks as to the aspect of the role as the Council's Senior Information Risk Owner, the Managing Director clarified that this duty had been part of the Head of Finance / Section 151 Officer's role for over six years being accountable for managing the risks to the organisation in respect of data breaches.

The Leader of the Council in conclusion stated that he considered the proposals to be a sensible way forward which was supported by all present.

Having considered the report, the supplementary information and the issues and implications contained therein the Committee subsequently,

RESOLVED –

(1) T H A T the recruitment and selection arrangements, Job Description and Person Specification be approved.

(2) T H A T delegated authority be granted to the Head of Human Resources and Organisational Development, in consultation with the Managing Director and Leader of the Council, to progress:

- Advertising for the post;
- Progressing the necessary arrangements for long-listing and any necessary assessment of candidates in advance of shortlisting;
- Drawing up a final short-list for interview (final interview will be undertaken by a future meeting of the Committee); and to
- Agree costings and resource requirements relating to the processes required to pursue the recruitment and selection process.

#### Reasons for decisions

(1) To ensure the appointment is progressed in accordance with the requirements of the Council's Constitution.

(2) To allow matters to be progressed in advance of the final stage of recruitment.