

No.

SENIOR MANAGEMENT APPOINTMENT COMMITTEE

Minutes of a Remote Meeting held on 27th February, 2024.

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

The Meeting recording is available [here](#).

Present: Councillor B.E. Brooks (Vice-Chair in the Chair), Councillors G.D.D. Carroll, P. Drake, S.M. Hanks and Dr. I.J. Johnson.

841 ANNOUNCEMENT –

Prior to the commencement of the business of the Committee, the Chair read the following statement: “May I remind everyone present that the meeting will be live streamed as well as recorded via the internet and this recording archived for future viewing.”

842 APOLOGY FOR ABSENCE –

This was received from Councillor L Burnett (Chair).

843 MINUTES –

RECOMMENDED – T H A T the minutes of the meeting held on 19th September, 2023 be approved as a correct record.

844 DECLARATIONS OF INTEREST –

No declarations of interest were received.

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

The Chief Executive presented the report which set out the recruitment and selection arrangements proposed for the position of Director of Learning and Skills.

The report recommended that delegated authority be granted to the Chief Executive, in consultation with the Head of Human Resources and Organisational Development and the Leader, to progress:

- advertising the position;
- progressing the necessary arrangements for long-listing and any necessary assessment of candidates in advance of shortlisting;

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- drawing up a final short-list for interview, the interview of which would be undertaken by a future meeting of this Committee; and
- to agree costings and resource requirements relating to the processes required to pursue the recruitment and selection process.

A copy of the role profile and person specification were attached as appendices to the report.

Having considered the report, the Committee subsequently

RESOLVED –

(1) T H A T the recruitment and selection arrangements for the position of Director of Learning and Skills as described in the body of the report be approved.

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

- a. advertising of the position;
- b. progressing the necessary arrangements for long-listing and any necessary assessment of candidates in advance of shortlisting;
- c. drawing up a final short-list for interview, the interview of which to be undertaken by a future meeting of the Committee; and
- d. 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.

846 RECRUITMENT AND SELECTION ARRANGEMENTS FOR THE HEAD OF LEGAL AND DEMOCRATIC SERVICES (DCR) –

The Chief Executive presented the report which set out the recruitment and selection arrangements proposed for the position of Head of Legal and Democratic Services. The report also highlighted that the position of Head of Legal and Democratic Services would also be designated as the Council's Monitoring Officer and fulfil all statutory duties as well as other managerial responsibilities as part of the Senior Management structure.

The report recommended that delegated authority be granted to the Chief Executive, in consultation with the Director of Corporate Resources, Head of Human Resources and Organisational Development and the Leader, to progress:

- a. advertising of the position;

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- b. progressing the necessary arrangements for long-listing and any necessary assessment of candidates in advance of shortlisting;
- c. drawing up a final short-list for interview, the interview of which to be undertaken by a future meeting of the Committee; and
- d. to agree costings and resource requirements relating to the processes required to pursue the recruitment and selection process.

A copy of the role profile and person specification were attached as appendices to the report, with it subsequently being

RESOLVED –

(1) T H A T the recruitment and selection arrangements, as described in the body of the report, for the position of Head of Legal and Democratic Services be approved.

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

- a. advertising of the position,
- b. progressing the necessary arrangements for long-listing and any necessary assessment of candidates in advance of shortlisting,
- c. drawing up a final short-list for interview, the interview of which will be undertaken by a future meeting of this Committee, and
- d. 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.