

Appointments Panel

Monday 19 December 2011

PRESENT:

Councillor Mrs Pengelly, in the Chair.
Councillor Fry, Vice Chair.
Councillors Ball, Bowyer, Evans, Lowry and Peter Smith.

Also in attendance: Barry Keel (Chief Executive), Mark Grimley (Assistant Director for Human Resources and Organisational Development) and Nicola Kirby (Senior Democratic Support Officer (Cabinet))

The meeting started at 9.00 am and finished at 10.00 am.

Note: At a future meeting, the committee will consider the accuracy of these draft minutes, so they may be subject to change. Please check the minutes of that meeting to confirm whether these minutes have been amended.

9. APPOINTMENT OF CHAIR AND VICE CHAIR

Agreed that Councillor Mrs Pengelly is appointed Chair and Councillor Fry is appointed Vice Chair for this particular meeting.

10. DECLARATIONS OF INTEREST

There were no declarations of interest made by councillors in accordance with the code of conduct.

11. MINUTES

Agreed that the minutes of the meeting held on 23 November 2011 are confirmed as a correct record.

12. CHAIR'S URGENT BUSINESS

There were no items of Chair's urgent business.

13. EXEMPT BUSINESS

Agreed that under Section 100A(4) of the Local Government Act 1972 the press and public are 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 paragraph 1 of Part 1 of Schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

14. **SENIOR MANAGEMENT STRUCTURES: PROCESS AND DECISIONS**

The Assistant Director for Human Resources and Organisational Development submitted a report on proposals for the establishment of the new posts set out in the Head of Paid Service's report to the City Council on 5 December 2011 in relation to a proposed new structure of the Senior Management Team.

Councillors were assured that the role profiles for Assistant Director posts' had been written in such a way so as not to exclude potential candidates as far as possible, with the exception of the post of Assistant Director for Finance, Efficiencies, Technology and Assets, who was required to act as Deputy Section 151 officer and therefore had to be a qualified accountant.

Methods of evaluating the posts were also discussed.

Agreed –

(1) that the draft role profiles for the following new positions at Assistant Director level –

- Joint Commissioning and Adult Social Care
- Homes and Communities
- Education, Learning and Family Support
- Transport and Infrastructure
- Economic Development
- Finance, Efficiencies, Technology and Assets
- Customer Services

are noted subject to the following amendments that –

- (a) CRB checks are required for all Assistant Director posts;
- (b) all requirements for qualifications are removed except for the posts of Assistant Director for Finance, Efficiencies, Technology and Assets, who is required to act as Deputy Section 151 officer and Assistant Director for Children's Social Care;
- (2) that the deletion of existing Assistant Director roles are noted as agreed by the City Council, creating the candidate pool for internal recruitment;
- (3) the process for appointments to the vacant positions to include an assessment of management competence;
- (4) the Council's policies on reorganisations and our duties as an employer, are noted.