

Appointments Panel

Friday 18 October 2013

PRESENT:

Councillor Evans, in the Chair.

Councillor Peter Smith, Vice Chair.

Councillors Bowyer, Coker (substitute for Councillor Lowry), Nicholson and Penberthy (substitute for Councillor Williams).

Apologies for absence: Councillors Fry, Lowry and Williams.

The meeting started at 8.30 am and finished at 9.00 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.

30. **APPOINTMENT OF CHAIR AND VICE CHAIR**

Agreed that Councillor Evans is appointed Chair and Councillor Peter Smith is appointed Vice Chair of this panel.

31. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by councillors in accordance with the code of conduct in relation to items under consideration at this meeting.

32. **CHAIR'S URGENT BUSINESS**

There were no items of chairs urgent business.

33. **EXEMPT BUSINESS**

Agreed that under Section 100(A)(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.

34. **REVIEW OF CONSULTATION FEEDBACK (EI)**

Following the decision by the City Council on 16 September 2013 on the senior management restructure, the Panel considered individual consultation feedback from the remaining Chief Officers (3 people) who were asked to provide additional feedback to specific questions.

The individual consultation feedback was noted and there were no actions arising.

35. **SENIOR MANAGEMENT RESTRUCTURE - PROCESSES AND DECISIONS (E1)**

Tracey Lee (Chief Executive and Head of Paid Service) submitted a report on the selection process for the establishment of the new posts which had been agreed by the City Council on 16 September 2013 following her report on the senior management structure. The report to the City Council had also identified existing Chief Officer roles to be amended and those to be deleted.

The report detailed –

- (a) recommendations for slotting and ringfencing to the new structure;
- (b) recommendations for selecting those in a ringfence;
- (c) the current role profiles of the existing posts in the senior management structure;
- (d) the draft role profiles for the new structure;
- (e) indicative grading for each position compared with the existing senior management team;
- (f) the appointments timetable;
- (g) the appeals process;
- (h) the equality impact assessment for the senior management structure.

The panel noted the council's policies on reorganisations and the duties as an employer.

The panel agreed –

- (1) the ringfence recommendations as set out in the report;
- (2) the selection process for Chief Officers as set out in the report. Additionally that if an applicant wishes to be considered for more than one role, they will need to attend one interview for each role they express an interest in (not a single interview covering multiple roles);
- (3) the new role profile for the role of Assistant Chief Executive subject to the following:
 - to amend the legislation titles in the 'experience, knowledge and qualifications' to 'the Housing and Local Government Act 1989 and the Localism Act 2011';

- to add in the following text to the ‘skills and technical competencies’ section: ‘Political acumen; ability and to build and maintain positive working relationships with Members.’

(4) the new role profile for the role of Head of Legal Services subject to the following:

- to amend the legislation titles in the ‘experience, knowledge and qualifications’ to ‘the Housing and Local Government Act 1989 and the Localism Act 2011’.
- to add in the following text to the ‘skills and technical competencies’ section: ‘Political acumen; ability to build and maintain positive working relationships with Members.’