

Chief Officer Appointments Panel

Friday 28 August 2020

PRESENT:

Councillor Mrs Aspinall, in the Chair.

Councillors Mrs Beer, Evans OBE, Nicholson (substitute Councillor Kelly), Parker-Delaz-Ajete (substitute Councillor Lowry), Mrs Pengelly and Peter Smith.

Apologies for absence: Councillors Kelly and Lowry.

Also in attendance: Alison Botham (Director for Children's Services), Kim Brown (Service Director for HR and OD), Andrew Loton (Head of Governance, Performance and Risk), Helen Prendergast (Democratic Adviser) and Andy Ralphs (Strategic Director for Customer and Corporate Services).

The meeting started at 2.00 pm and finished at 2.30 pm.

Note: At a future meeting, the Panel 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. **Declarations of Interest**

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

10. **Minutes**

The Panel agreed that the minutes of the meeting held on 26 June 2020 are a correct record.

11. **Chair's Urgent Business**

Andrew Loton (Head of Governance, Performance and Risk) advised that work was currently being undertaken to develop a training programme for Councillors together with a robust record keeping system. This work had been impacted, as a result of Covid-19 and the postponement of the local elections in May 2019. There will also be a focus on developing a record of training for each Councillor and appropriate timescales for ensuring training remains current where necessary.

The key area of questioning from Councillors related to whether –

- (a) Councillors were required to undertake annual training in order to participate in this panel;
- (b) Councillors training information could be aligned with the recording of employees' training data;

- (c) additional Councillors could be trained for Planning, Licensing and Taxi Licensing Committees, in order to be able to seek substitutes for meetings more easily.

12. **Exempt Business**

Agreed that under Section 100(4) of the Local Government Act 1972, to exclude the press and public from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1, 2 and 4 of Part I of Schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

13. **Confidential Minutes**

The Panel agreed the confidential minutes of the meeting held on 26 June 2020.

14. **Chief Officer Resourcing Matters Update - Verbal**

Andy Ralphs (Strategic Director for Customer and Corporate Services) provided an update on the recruitment process for the Service Director for Finance, Section 151 Officer. Following a shortlisting exercise, three candidates would be put forward to the assessment centre, a psychometric test and senior officer interview on 7 September 2020.

Alison Botham (Director of Children's Services) provided an update on the recruitment process for the Service Director for Education, Participation and Skills. Following a shortlisting exercise, three candidates would be put forward to the stakeholder panel, psychometric test and senior officer interview on 4 September 2020.

After the assessment centres successful candidates will be recommended to COAP on 10 September 2020.