



Uttlesford District Council

Chief Executive: Peter Holt

Appointments Committee

Date: Monday, 28th February, 2022
Time: 1.30 pm
Venue: Council Chamber - Council Offices, London Road, Saffron Walden,
CB11 4ER

Chair: Councillor P Lees
Members: Councillors M Caton, N Hargreaves, V Isham, P Lees, S Merifield,
R Pavitt and G Smith

Please note, membership is subject to Group Leader's nominations at Full Council on 22 February 2022.

AGENDA

- 1 Apologies for absence and declarations of interest**
To receive any apologies and declarations of interest.
- 2 Minutes of Previous Meeting** 3 - 4
To consider the minutes of the previous meeting.
- 3 Delegated Arrangements for the Appointment of the Director of Planning** 5 - 6
To consider delegated arrangements for the appointment of a Director of Planning.

For information about this meeting please contact Democratic Services

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Agenda Item 2

APPOINTMENTS COMMITTEE held at COUNCIL CHAMBER - COUNCIL OFFICES, LONDON ROAD, SAFFRON WALDEN, CB11 4ER, on TUESDAY, 21 DECEMBER 2021 at 12.00 pm

Present: Councillors M Caton, P Lees and S Merifield;
Councillor R Pavitt (attended via Zoom with no voting rights).

Officers in attendance: P Holt (Chief Executive), C Gibson (Democratic Services Officer), A Lindsell (Democratic Services Officer) and N Roberts (HR Manager).

Also present: Steve Guest (Director Executive – Solace in Business)

1 **APPOINTMENT OF A CHAIR**

Councillor Merifield nominated Councillor Lees as Chair of the Appointments Committee. This was seconded by Councillor Caton.

AGREED to appoint Councillor Lees as the Chair of the Appointments Committee.

2 **APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

Apologies for absence were received from Councillors Criscione and Hargreaves.

There were no declarations of interest.

3 **MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 3 September 2021 were approved as a correct and succinct record.

4 **EXCLUSION OF PUBLIC AND PRESS**

AGREED that under section 1001 of the Local Government Act 1972 the public be excluded for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined paragraph 3 part 1 of Schedule 12A Local Government Act 1972.

5 **PERMANENT RECRUITMENT OF THE DIRECTOR OF PLANNING**

The recruitment process of the Director of Planning was agreed.

It was agreed that the interview panel would include two members of the R4U majority group, one Conservative and one Liberal Democrat member.

It was also agreed that Group Leaders should forward nominations to sit on the interview panel to the Human Resources Manager.

The meeting ended at 13:06

Committee: Appointments Committee

Date: Monday 28
February 2022

Title: Delegated Arrangements: Recruitment of the permanent Director of Planning

Report Author: Peter Holt – Chief Executive

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Summary

1. The Appointments Committee is responsible for the recruitment of the Director of Planning and at their committee meeting on 21 December 2021 nominated four members to undertake this recruitment.
2. Since then, the role has been advertised and the final members interviews will be taking place on Tuesday 8 March 2022.
3. It is proposed that for the purposes of this appointment only that the Appointments Committee form a sub-committee of the same four members, giving them authority to complete the recruitment and make the appointment to the post of Director of Planning.
4. That this sub-committee will hold a meeting on Tuesday 8 March 2022 to confirm this appointment.

Recommendations

5. That the Appointments Committee form a sub-committee of the same four members (Cllr Lees, Cllr Hargreaves, Cllr Smith & Cllr Caton), giving them authority to complete the recruitment and make the appointment to the post of Director of Planning.
6. That the sub-committee will hold a meeting on Tuesday 8 March 2022 to consider the candidates and confirm an appointment if there is a suitable candidate.

Financial Implications

7. There are no direct financial implications arising from this report.

Background Papers

8. None

Situation

9. The Appointments Committee is responsible for the recruitment of the Director of Planning and at their committee meeting on 21 December 2021 nominated four members to undertake this recruitment.

10. Since then, the role has been advertised and 6 candidates were long listed to go through to the technical stage that was held on 23 February 2022.
11. The shortlisting is taking place on 1 March 2022 and the shortlisted candidates will attend an assessment day on Thursday 3 March with the final members interviews taking place on Tuesday 8 March 2022.
12. It is proposed that for the purposes of this appointment only that the Appointments Committee form a sub-committee of the same four members (Cllr Lees, Cllr Hargreaves, Cllr Smith & Cllr Caton), giving them authority to complete the recruitment and make the appointment to the post of Director of Planning.
13. This sub-committee will hold a meeting on Tuesday 8 March 2022 to consider the candidates and confirm an appointment if there is a suitable candidate.

Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
That proper processes are not followed in the appointment of the Director of Planning	1	2	<ul style="list-style-type: none"> • HR & Procurement & governance arrangements are in place to ensure compliance with relevant employment & financial legislation & Constitutional requirements • Appointments Committee/ delegated sub-committee to agree, and be integral to the process with advice and support from HR Manager and HofPS&CE • Use of specialist and respected recruiters with depth of experience in the sector

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.