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Uttlesford District Council

Chief Executive: Peter Holt

Appointments Committee

Date: Monday, 16th January, 2023

Time: 7.20 pm

Venue: Committee Room - Council Offices, London Road, Saffron Walden,
Essex CB11 4ER

Chairman: Councillor P Lees

Members: Councillors J Emanuel, N Hargreaves (Vice-Chair), A Khan,
S Merifield, R Pavitt and G Smith

AGENDA

PART 1

Open to Public and Press

1 Apologies for Absence and Declarations of Interest

To receive any apologies for absence and declarations of interest.

2 Minutes of the Previous Meeting

4 - 5

To consider the minutes of the following meetings:

- Monday 28th February 2022
- Tuesday 8th March 2022 (Appointments Sub-Committee)

3 Recruitment of the Permanent Assistant Director of Housing, Health and Communities

6 - 7

To consider delegated arrangements for the recruitment of the permanent Assistant Director of Housing, Health and Communities.

For information about this meeting please contact Democratic Services

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Agenda Item 2 Public Document Pack

APPOINTMENTS COMMITTEE held at COUNCIL CHAMBER - COUNCIL OFFICES, LONDON ROAD, SAFFRON WALDEN, CB11 4ER, on MONDAY, 28 FEBRUARY 2022 at 1.30 pm

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

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

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

There were no apologies or declarations.

2 **MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 21 December 2021 were approved as a correct record.

3 **DELEGATED ARRANGEMENTS FOR THE APPOINTMENT OF THE DIRECTOR OF PLANNING**

The recruitment process for the Director of Planning was agreed.

RESOLVED:

- that the Appointments Committee form a sub-committee of the same four members (Councillors Lees, Hargreaves, Smith and Caton), giving them authority to complete the recruitment and make the appointment to the post of Director of Planning.
- 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.

The meeting ended at 1:42 pm.

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APPOINTMENTS COMMITTEE – SUB COMMITTEE held at CHESTERFORD RESEARCH PARK, on TUESDAY, 8 MARCH 2022 at 9.30 am

Present: Councillor P Lees (Chair)
Councillors M Caton, N Hargreaves and G Smith

Officers in attendance: P Holt (Chief Executive) and N Roberts (HR Manager)

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

1 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

There were no apologies for absence or declarations of interest.

2 EXCLUSION OF PUBLIC AND PRESS

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

The meeting was adjourned at 9.35am and reconvened at 3.20pm in order for the interviews to take place.

3 APPOINTMENT OF THE DIRECTOR OF PLANNING

The Chair introduced the item and Members discussed the appointment of the Director of Planning.

RESOLVED to appoint Dean Hermitage as Director of Planning.

The meeting ended at 3.55pm

Agenda Item 3

Committee: Appointments Committee

Date: Monday 16
January 2023

Title: Recruitment of the permanent Assistant
Director of Housing, Health & Communities

**Report
Author:** Peter Holt – Chief Executive
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Summary

1. The Appointments Committee is responsible for the appointment of the Assistant Director Housing, Health & Communities.
2. The recruitment process has commenced and the final members interviews will be taking place during week commencing 13 February 2023.
3. It is proposed that for the purposes of this appointment only that the Appointments Committee form a sub-committee of three members (Cllr Lees (Chair), Cllr Khan & Cllr Smith), giving them authority to make the appointment to the post of Assistant Director Housing Health & Communities.
4. That this sub-committee will hold a meeting during week commencing 13 February 2023 (date to be confirmed) to confirm this appointment.

Recommendations

5. That the Appointments Committee form a sub-committee of three members (Cllr Lees (Chair), Cllr Khan & Cllr Smith), giving them authority to make the appointment to the post of Assistant Director Housing, Health & Communities.
6. That the sub-committee will hold a meeting during week commencing 13 February 2023 (date to be confirmed) to consider the shortlisted 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 appointment of the Assistant Director Housing, Health & Communities.
10. The post will be advertised from 9 January 2023 and will close on Sunday 5 February 2023. Long listed candidates will go through to the technical stage of

the assessment process with shortlisted candidates attending the final members interviews taking place during week commencing 13 February 2023 (date to be confirmed).

11. It is proposed that for the purposes of this appointment only that the Appointments Committee form a sub-committee of three members (Cllr Lees (Chair), Cllr Khan & Cllr Smith), giving them authority to make the appointment to the post of Assistant Director Housing, Health & Communities.
12. This sub-committee will hold a meeting during week commencing 13 February 2023 (date to be confirmed) to consider the shortlisted 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 Asst Director Housing, Health & Communities	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 make the appointment 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.