

# AGENDA

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**Meeting:** Officer Appointments Committee  
**Place:** The North Wiltshire Room - County Hall, Trowbridge BA14 8JN  
**Date:** Friday 8 December 2017  
**Time:** 10.30 am

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Please direct any enquiries on this Agenda to Roger Bishton, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 713035 or email [roger.bishton@wiltshire.gov.uk](mailto:roger.bishton@wiltshire.gov.uk)

Press enquiries to Communications on direct lines (01225) 713114/713115.

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## **Membership:**

Cllr Baroness Scott of Bybrook OBE (Chairman)	Cllr Jerry Wickham
Cllr John Thomson (Vice-Chairman)	Cllr Gordon King
Cllr Bridget Wayman	

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## **Recording and Broadcasting Information**

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**County Hall, Trowbridge**  
**Bourne Hill, Salisbury**  
**Monkton Park, Chippenham**

County Hall and Monkton Park have some limited visitor parking. Please note for meetings at County Hall you will need to log your car's registration details upon your arrival in reception using the tablet provided. If you may be attending a meeting for more than 2 hours, please provide your registration details to the Democratic Services Officer, who will arrange for your stay to be extended.

## **Public Participation**

Please see the agenda list on following pages for details of deadlines for submission of questions and statements for this meeting.

For extended details on meeting procedure, submission and scope of questions and other matters, please consult [Part 4 of the council's constitution](#).

The full constitution can be found at [this link](#).

For assistance on these and other matters please contact the officer named above for details

# AGENDA

1      **Apologies**

2      **Minutes of Previous Meetings** (*Pages 5 - 12*)

To confirm the minutes of the meetings held on 2 and 13 November 2017.  
(copies attached).

3      **Declaration of Interests**

To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.

4      **Chairman's Announcements**

5      **Public Participation**

The Council welcomes contributions from members of the public.

Statements

If you would like to make a statement at this meeting on any item on this agenda, please register to do so at least 10 minutes prior to the meeting. Up to 3 speakers are permitted to speak for up to 3 minutes each on any agenda item. Please contact the officer named on the front of the agenda for any further clarification.

Questions

To receive any questions from members of the public or members of the Council received in accordance with the constitution.

Those wishing to ask questions are required to give notice of any such questions in writing to the officer named on the front of this agenda no later than 5pm on **Friday 1 December 2017** in order to be guaranteed of a written response. In order to receive a verbal response questions must be submitted no later than 5pm on **Tuesday 5 December 2017**. Please contact the officer named on the front of this agenda for further advice. Questions may be asked without notice if the Chairman decides that the matter is urgent.

Details of any questions received will be circulated to Committee members prior to the meeting and made available at the meeting and on the Council's website.

6      **Urgent Items**

Any other items of business, which, in the opinion of the Chairman, should be considered as a matter of urgency. Urgent items of a confidential nature may be

considered under Part II of this agenda.

7 **Exclusion of the Public**

To consider passing the following resolution:-

To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Item No. 8 because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 1 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

**PART II**

**Items during consideration of which it is recommended that the public should be excluded because of the likelihood that exempt information would be disclosed.**

8 **Appointment of Director, Public Health and Public Protection**

A confidential report will be circulated.

## OFFICER APPOINTMENTS COMMITTEE

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**DRAFT MINUTES OF THE OFFICER APPOINTMENTS COMMITTEE MEETING  
HELD ON 2 NOVEMBER 2017 AT CH - RUDMAN ROOM, - COUNTY HALL,  
TROWBRIDGE.**

**Present:**

Cllr Baroness Scott of Bybrook OBE (Chairman), Cllr John Thomson (Vice Chairman),  
Cllr Bridget Wayman, Cllr Jerry Wickham and Cllr Ian Thorn

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41 **Apologies**

There were no apologies for absence.

42 **Declaration of Interests**

There were no declarations of interest made at the meeting.

43 **Chairman's Announcements**

There were no Chairman's announcements.

44 **Public Participation**

No members of the public were in attendance.

45 **Appointments following Changes to the Senior Management Structure**

The Committee received a report by the Corporate Directors which presented candidates recommended for appointment into the following posts on the grounds of suitable alternative employment within the Council's new senior management structure:-

- Director – Legal and Democratic Services (Monitoring Officer).
- Director - Finance and Procurement (Section 151 officer).
- Director – HR&OD (Head of Paid Service)
- Director – Communities and Communications

- Director – Corporate Services and Digital
- Director – Highways and Transport
- Director – Waste and Environment

46 **Urgent Items**

There were no urgent items of business.

47 **Exclusion of the Public**

**Resolved:**

**To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Minute No.48 because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 1 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.**

48 **Appointments following Changes to the Senior Management Structure (continued)**

Appendix 8 of the Corporate Directors' report was presented and after discussion,

**Resolved:**

**To appoint officers to the following posts as indicated with effect from 6 November 2017:**

- **Director – Legal and Democratic Services (Monitoring Officer) – Mr Ian Gibbons**
- **Director - Finance and Procurement (Section 151 officer) – Mr Michael Hudson**
- **Director – HR&OD (Head of Paid Service) – Mrs Joanne Pitt**
- **Director – Communities and Communications – Mrs Laurie Bell**
- **Director – Corporate Services and Digital – Mr Robin Townsend**
- **Director – Highways and Transport – Mr Parvis Khansari**
- **Director – Waste and Environment – Ms Tracy Carter**

**subject to:-**

**(1) all the above appointments being subject to a statutory trial period of four weeks except for Mrs Joanne Pitt whose trial period is extended to 12 weeks as she will be new in post at tier two, and**

**(2) after consultation with the Leader and Cabinet members in accordance with paragraph 5(2) of the Officer Employment Procedure Rules.**

(Duration of meeting: 10.30 am - 10.45 am)

The Officer who has produced these minutes is Roger Bishton, of Democratic & Members' Services, direct line 01225 713035, e-mail [roger.bishton@wiltshire.gov.uk](mailto:roger.bishton@wiltshire.gov.uk)

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## OFFICER APPOINTMENTS COMMITTEE

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**DRAFT MINUTES OF THE OFFICER APPOINTMENTS COMMITTEE MEETING  
HELD ON 13 NOVEMBER 2017 AT PITMAN ROOM - COUNTY HALL,  
TROWBRIDGE.**

**Present:**

Cllr Baroness Scott of Bybrook OBE (Chairman), Cllr John Thomson (Vice-Chairman),  
Cllr Jerry Wickham, Cllr Chuck Berry and Cllr Ian Thorn

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49 **Apologies**

There were no apologies for absence.

50 **Declaration of Interests**

There were no declarations of interest made at the meeting.

51 **Chairman's Announcements**

There were no Chairman's announcements.

52 **Public Participation**

No members of the public were in attendance.

53 **Urgent Items**

There were no urgent items of business.

54 **Exclusion of the Public**

**Resolved:**

**To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Minute No.55 because it is likely that if members of the public were**

**present there would be disclosure to them of exempt information as defined in paragraph 1 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.**

55 **Appointment of Director, Economic Development and Planning**

The Committee conducted a competitive selection process to appoint to the role of Director, Economic Development and Planning prior to appointing to that post.

After discussion,

**Resolved:**

**To not appoint to the post of Director, Economic Development and Planning at this time and to advertise the post externally as soon as possible.**

(Duration of meeting: 9.00 am - 1.30 pm)

The Officer who has produced these minutes is Roger Bishton, of Democratic & Members' Services, direct line 01225 713035, e-mail [roger.bishton@wiltshire.gov.uk](mailto:roger.bishton@wiltshire.gov.uk)

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## OFFICER APPOINTMENTS COMMITTEE

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**DRAFT MINUTES OF THE OFFICER APPOINTMENTS COMMITTEE MEETING  
HELD ON 13 NOVEMBER 2017 AT PITMAN ROOM - COUNTY HALL,  
TROWBRIDGE.**

**Present:**

Cllr Baroness Scott of Bybrook OBE (Chairman), Cllr John Thomson (Vice-Chairman),  
Cllr Laura Mayes, Cllr Jerry Wickham and Cllr Ian Thorn

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56 **Apologies**

There were no apologies for absence.

57 **Declaration of Interests**

There were no declarations of interest made at the meeting.

58 **Chairman's Announcements**

There were no Chairman's announcements.

59 **Public Participation**

No members of the public were in attendance.

60 **Urgent Items**

There were no urgent items of business.

61 **Exclusion of the Public**

**Resolved:**

**To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Minute No.62 because it is likely that if members of the public were**

present there would be disclosure to them of exempt information as defined in paragraph 1 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

62 **Appointment of Director - Families and Children**

The Committee conducted a competitive selection process to appoint to the role of Director, Families and Children prior to appointing to that post.

After discussion,

**Resolved:**

**To appoint Lucy Townsend to the post of Director, Families and Children with effect from 14 November 2017, subject to consultation with the Leader and Cabinet members in accordance with paragraph 5(2) of the Officer Employment Procedure Rules.**

(Duration of meeting: 1.30 pm - 3.35 pm)

The Officer who has produced these minutes is Roger Bishton, of Democratic & Members' Services, direct line 01225 713035, e-mail [roger.bishton@wiltshire.gov.uk](mailto:roger.bishton@wiltshire.gov.uk)

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