

# AGENDA

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**Meeting:** Officer Appointments Committee

**Place:** Leader's Office, County Hall, Trowbridge

**Date:** Tuesday 16 July 2019

**Time:** 9.00 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 Pauline Church  
Cllr Laura Mayes  
Cllr Ian Thorn

Cllr Bridget Wayman  
Cllr Philip Whitehead

*Please note that the membership might change following the meeting of Council on 9 July 2019.*

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**Monkton Park, Chippenham**

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## **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 Meeting** (*Pages 5 - 6*)

To confirm the minutes of the meeting held on Tuesday 25 June 2019. (copy 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 **Tuesday 9 July 2019** 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 **Thursday 11 July 2019**. 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, Digital, Data & Information**

A confidential report will be circulated.

**OFFICER APPOINTMENTS COMMITTEE**

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**MINUTES OF THE OFFICER APPOINTMENTS COMMITTEE MEETING HELD ON 25 JUNE 2019 AT LEADER'S OFFICE, COUNTY HALL, TROWBRIDGE.**

**Present:**

Cllr Baroness Scott of Bybrook OBE (Chairman), Cllr John Thomson (Vice-Chairman), Cllr Ian Thorn and Cllr Philip Whitehead

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9 **Apologies**

An apology for absence was received from Cllr Laura Mayes.

10 **Minutes of Previous Meeting**

**Resolved:**

**To confirm the minutes of the meeting held on 9 April 2019.**

11 **Declaration of Interests**

There were no declarations of interest made at the meeting.

12 **Chairman's Announcements**

There were no Chairman's announcements.

13 **Public Participation**

There were no members of the public present.

14 **Appointment of Director Finance & Procurement**

The Committee received a report by the Executive Directors concerning the appointment of a Director, Finance and Procurement (Section 151 Officer) which included a role description for this post at Appendix 1.

15 **Urgent Items**

There were no urgent items.

16 **Exclusion of the Public**

**Resolved:**

**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. 17 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.**

17 **Appointment of Director Finance & Procurement**

On considering the report by the Executive Directors which also included the CV of the interim director at Appendix 2 and details about the candidate and the special provisions that would apply at Appendix 3.

**Resolved:**

- (1) To appoint Becky Hellard to the post of Director, Finance and Procurement (Section 151 Officer) on a two year fixed term contract to commence on 1 November 2019, terminating on 31 October 2021.**
- (2) To approve the special provisions that will apply to the employment contract in respect of salary and expenses, as set out in Appendix 3 of the report.**
- (3) To note that the appointment would be subject to consultation with the Leader and Cabinet Members in accordance with paragraph 5(2) of the Officer Employment Procedure Rules.**

(Duration of meeting: 8.30 am - 8.45 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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