

## AGENDA

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**Meeting:** Officer Appointments Committee  
**Place:** West Wiltshire Room - County Hall, Trowbridge BA14 8JN  
**Date:** Tuesday 4 March 2014  
**Time:** 1.00 pm

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Please direct any enquiries on this Agenda to Roger Bishton, of Democratic Services, 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 Nick Fogg  
Cllr Jon Hubbard  
Cllr Fleur de Rhé-Philippe

Cllr Jane Scott OBE  
Cllr John Thomson

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# AGENDA

## PART I

Items to be considered while the meeting is open to the public

1 **Apologies**

2 **Minutes of Previous Meetings***(Pages 1 - 6)*

To confirm the minutes of the two meetings held on 18 October 2013. (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 above 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 above no later than **5pm on Tuesday 25 February 2014**. Please contact the officer named on the first page 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 Associate Director, Public Health & Protection**(Pages 7 - 40)

The confidential candidate application report compiled by Gatenby Sanderson who have been leading the executive search and selection for this post is attached. From this summary and the CV's received, three candidates have been shortlisted by Maggie Rae, Corporate Director and that shortlist has been approved by the Faculty of Public Health, which is a requirement in this case due to the qualification requirements of the role.

The CV's for these three candidates, together with their supporting statements, are attached.

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## **OFFICER APPOINTMENTS COMMITTEE**

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**DRAFT MINUTES OF THE OFFICER APPOINTMENTS COMMITTEE MEETING  
HELD ON 18 OCTOBER 2013 AT THE PRATCHETT ROOM - COUNTY HALL,  
TROWBRIDGE BA14 8JN.**

**Present:**

Cllr Nick Fogg, Cllr Jon Hubbard, Cllr Fleur de Rhé-Philipe, Cllr Jane Scott OBE (Chairman)  
and Cllr Jonathon Seed (Substitute)

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**1 Apologies**

An apology for absence was received from Cllr John Thomson who was substituted by Cllr Jonathon Seed.

**2 Minutes of Previous Meeting**

**Resolved:**

**To confirm and sign as a correct record the minutes of the Committee meeting held on 18 December 2012, subject to recording the apologies of Cllr Jon Hubbard who was substituted by Cllr Chris Caswill.**

**3 Declaration of Interests**

There were no declarations of interest.

**4 Chairman's Announcements**

There were no Chairman's announcements.

**5 Public Participation**

There were no members of the public present or councillors' questions.

## 6 Appointments following Changes to the Senior Management Structure

The Committee received a joint report by the Corporate Directors in which it was stated that in Part II of the meeting candidates would be proposed for appointment to the following posts on the grounds of suitable alternative employment:-

- a. Associate Director, Highways & Transport
- b. Associate Director, Economic Development & Planning
- c. Associate Director, People & Business Services
- d. Associate Director (with CCG), Quality Assurance, Commissioning, Performance, Schools & Early Years Effectiveness
- e. Associate Director, Adult Care Commissioning, Safeguarding & Housing
- f. Associate Director, Legal & Governance and Monitoring Officer
- g. Associate Director, Communications, Community Area Boards, Libraries, Arts, Heritage & Culture
- h. Associate Director, Finance, Revenues & Benefits and Pensions

It was also noted that the Committee would also be asked to conduct a competitive selection process to appoint to the role of Associate Director, Environment & Leisure prior to appointing to that post.

Cllr Jon Hubbard referred to an instance where a Member experienced difficulties in receiving a response to an enquiry and wondered if the new expanded role of associate director might hinder the efficient response to Members' enquiries. During discussion it was acknowledged that Members might find it useful to receive some guidance on the level at which Members should consult with officers, it being acknowledged that very few enquiries, other than possibly those of a strategic nature, should be referred to a corporate or associate director.

### Resolved:

**To ask the officers to produce a protocol for Members setting out some guidance on the correct level at which Members should seek advice from officers.**

## 7 Urgent Items

There were no items of urgent business.

## 8 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. 9 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 1 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.

## 9 Appointments following Changes to the Senior Management Structure

On considering confidential reports by the Corporate Directors,

### Resolved:

To make appointments to the following posts with effect from 21 October 2013 on Grade HAY M3, £94,076 - £103,711 as set out below:-

- i. Associate Director, Highways & Transport – Mr Parvis Khansari.
- j. Associate Director, Economic Development & Planning – Mr Alistair Cunningham.
- k. Associate Director, People & Business Services – Mr Barry Pirie.
- l. Associate Director (with CCG), Quality Assurance, Commissioning, Performance, Schools & Early Years Effectiveness – Ms Julia Cramp.
- m. Associate Director, Adult Care Commissioning, Safeguarding & Housing – Mr James Cawley.
- n. Associate Director, Legal & Governance and Monitoring Officer – Mr Ian Gibbons.
- o. Associate Director, Communications, Community Area Boards, Libraries, Arts, Heritage & Culture – Mrs Laurie Bell.
- p. Associate Director, Finance, Revenues & Benefits and Pensions – Mr Michael Hudson.

At this point Cllr Nick Fogg left the meeting.

The Committee thereupon conducted a competitive selection process to appoint to the role of Associate Director, Environment & Leisure prior to appointing to that post.

After discussion,

**Resolved:**

**To appoint Ms Tracy Carter to the post of Associate Director, Environment & Leisure with effect from 21 October 2013 on Grade HAY M3, £94,076 - £103,711.**

(Duration of meeting: 9.30 am - 12.50 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)

Press enquiries to Communications, direct line (01225) 713114/713115



## OFFICER APPOINTMENTS COMMITTEE

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### DRAFT MINUTES OF THE OFFICER APPOINTMENTS COMMITTEE MEETING HELD ON 18 OCTOBER 2013 AT THE PRATCHETT ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.

#### **Present:**

Cllr Jon Hubbard, Cllr Laura Mayes (Substitute), Cllr Fleur de Rhé-Philippe and  
Cllr Jane Scott OBE (Chairman)

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#### 10 **Apologies**

Apologies for absence were received from Cllr Nick Fogg and Cllr John Thomson, who was substituted by Cllr Laura Mayes.

Members of the Committee expressed their disappointment that the Independent Group was unable to find a Member to substitute for Cllr Nick Fogg at the meeting because with only four Members of the Committee being present this could result in an equality of votes which would then require the Chairman to use her casting vote which was not desirable.

#### 11 **Declaration of Interests**

There were no declarations of interest.

#### 12 **Chairman's Announcements**

There were no Chairman's announcements.

#### 13 **Public Participation**

There were no members of the public present or councillors' questions.

However, Mr Jon Houlihan form Gatenby Sanderson was in attendance, acting as a consultant to the Committee.

14 **Urgent Items**

There were no items of urgent business.

15 **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. 16 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 1 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.

16 **Appointment of Associate Director, Children's Social Care, Integrated Youth, Preventative Services 0-25 SEN/Disability Service**

The Committee conducted a competitive selection process to appoint to the role of Associate Director, Children's Social Care, Integrated Youth, Preventative Services 0-25 SEN/Disability Service prior to appointing to that post.

After discussion,

**Resolved:**

To appoint Mr Terence Herbert to the post of Associate Director, Children's Social Care, Integrated Youth, Preventative Services 0-25 SEN/Disability Service from a date to be negotiated on Grade HAY M3, £94,076 - £103,711.

(Duration of meeting: 1.45 - 5.35 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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