

OFFICER APPOINTMENTS COMMITTEE

**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)

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

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