

FAREHAM

BOROUGH COUNCIL

AGENDA

APPOINTMENTS SUB COMMITTEE

Date: Thursday, 6 April 2023

Time: 3.00 pm

Venue: Collingwood Room - Civic Offices

Members:

Councillor S D T Woodward (Chairman)

Councillors S D Martin
Mrs K K Trott

Deputies: Ms C Bainbridge
Mrs C L A Hockley



1. Apologies

2. Minutes (Pages 3 - 4)

To confirm as a correct record the minutes of the meeting of the Appointments Sub-Committee held on Tuesday 07 March 2023.

3. Declarations of Interest

To receive any declarations of interest from Members in accordance with Standing Orders and the Council's Code of Conduct.

4. Exclusion of Public and Press

To consider whether it is in the public interest to exclude the public and representatives of the Press from the remainder of the meeting on the grounds that the matters to be dealt with involve the likely disclosure of exempt information, as defined in Paragraphs 1 and 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

5. Agreement of the Recruitment Selection and Assessment Criteria

To receive information on the recruitment selection and assessment criteria from the Director of Support Services and Monitoring Officer.



P GRIMWOOD
Chief Executive Officer

Civic Offices
www.fareham.gov.uk
29 March 2023

For further information please contact:
Democratic Services, Civic Offices, Fareham, PO16 7AZ
Tel:01329 236100
democraticservices@fareham.gov.uk

FAREHAM

BOROUGH COUNCIL

Minutes of the Appointments Sub Committee (to be confirmed at the next meeting)

Date: Tuesday, 7 March 2023

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor S D T Woodward (Chairman)

Councillors: S D Martin and Mrs K K Trott

**Also
Present:**



1. APPOINTMENT OF COMMITTEE CHAIRMAN

Having been duly proposed and seconded, Councillor S D T Woodward was confirmed as Chairman of the Appointments Panel.

2. APOLOGIES

There were no apologies for absence.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. SELECTION PROCESS BRIEFING

The Sub-Committee received a presentation by the Director of Support Services and Monitoring Officer which informed members of the selection process for the appointment of the Chief Executive Officer.

RESOLVED that the Appointments Sub-Committee notes the content of the presentation.

5. KEY DOCUMENTS FOR THE RECRUITMENT OF THE CHIEF EXECUTIVE OFFICER

The Sub-Committee considered a report by the Head of Democratic Services which asked the Sub-Committee to confirm its Terms of Reference, the Job Details and the Advertisement for a Chief Executive Officer.

RESOLVED that the Appointments Panel:

- (a) agrees its Terms of References as set out in Appendix A to the report;
- (b) agrees the Job Advertisement as set out in Appendix B to the report;
- (c) agrees the Job Description as set out in Appendix C to the report;
- (d) agrees the Person Specification as set out in Appendix D to the report;
- (e) delegates authority to the Director of Support Services to make any further changes to the recruitment documents, listed as Appendices B, C and D; and
- (f) subject to the agreement of the above, notes that the advertisement will be externally published on 09 March 2023.

(The meeting started at 4.00 pm
and ended at 4.23 pm).