

FAREHAM

BOROUGH COUNCIL

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

Date: Tuesday, 28 November 2023

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor S D T Woodward (Chairman)

Councillors: Ms C Bainbridge, I Bastable and Miss J Burton

**Also
Present:**



1. APPOINTMENT OF COMMITTEE CHAIRMAN

Having been duly proposed and seconded, Councillor S D T Woodward was confirmed as Chairman of the Sub-Committee.

2. APOLOGIES

There were no apologies for absence.

The Sub-Committee received an explanation regarding the substitution of the appointed Member from the Liberal Democrat Group.

Councillor Mrs K K Trott was originally nominated as a Member of the Sub-Committee at the Council meeting held on 26 October 2023, however Councillor Mrs Trott has subsequently resigned her nomination, thus creating a vacancy. The Chief Executive Officer has used his delegated powers as the Proper Officer to appoint Councillor Mrs C Bainbridge as a substitute member from the Liberal Democrat group.

3. DECLARATIONS OF INTEREST

There were no declarations of interest made at this meeting.

4. SELECTION PROCESS BRIEFING

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

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

5. KEY DOCUMENTS FOR THE RECRUITMENT OF A DIRECTOR OF NEIGHBOURHOODS

The Sub-Committee considered a report by the Assistant Chief Executive Officer and Monitoring Officer which asked the Sub-Committee to confirm its Terms of Reference, the Job Details and the Advertisement for a Director of Neighbourhoods.

RESOLVED that the Sub-Committee:

- (a) agrees the Terms of Reference as set out in Appendix A to the report;
- (b) notes the Job Advertisement as set out in Appendix B to the report;
- (c) notes the Job Description and Person Specification as set out in Appendix C to the report; and
- (d) notes the process for applicant selection, as outlined in the presentation.

6. EXCLUSION OF PUBLIC AND PRESS

RESOLVED that the public and representatives of the press be excluded 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 2 of Schedule 12A of the Local Government Act 1972.

7. AGREEMENT OF THE RECRUITMENT SELECTION AND ASSESSMENT CRITERIA

The Assistant Chief Executive Officer and Monitoring Officer tabled the following items to assist the Sub-Committee in its preparation:

- Briefing Note on DiSC profiles.
- Briefing Note on Conducting the Interview.
- Briefing Note on Selection Testing.
- Proposed Interview questions.

RESOLVED that the Sub-Committee reviewed and agreed the interview questions and format of the interview process.

(The meeting started at 3.00 pm
and ended at 4.21 pm).

..... Chairman

..... Date