

Minutes of a meeting of the Appointment Panel (Permanent Chief Executive) held on Wednesday 8 October 2014 at City Hall, Bradford

Commenced 0905

Concluded 0920

PRESENT – Councillors

CONSERVATIVE	LABOUR
Ellis	Green
	Imran Hussain

1. **APPOINTMENT OF CHAIR** (Standing Order 35)**Resolved –**

That Councillor Green be appointed as Chair of this meeting of the Appointment Panel.

Councillor Green in the Chair2. **DISCLOSURES OF INTEREST**

No disclosures of interest in matters under consideration were received.

3. **INSPECTION OF REPORTS AND BACKGROUND PAPERS**

There were no appeals submitted by the public to review decisions to restrict documents.



City of Bradford
Metropolitan District Council



Suzan Hemingway, City Solicitor

4. APPOINTMENT TO THE POST OF PERMANENT CHIEF EXECUTIVE

The Panel were asked, in accordance with the Council's Officer Employment Procedure Rules, to decide how the post of permanent Chief Executive would be filled including on what terms and conditions.

The Panel were also asked to delegate to the Interim Head of Human Resources, in consultation with the chair of the Appointment Panel, the selection and appointment of a search and selection consultant to support the recruitment process.

Members questioned the costs which would be incurred with the appointment of a search and selection consultant. In response they were assured that, should permission be granted to select and appoint a consultant, the Chair would be consulted and a breakdown of all costs would be provided to all Members of the Panel before any appointment was made.

A list of proposed companies to be invited into the procurement process was circulated and it was reported that a number of the contractors had been used previously and it was believed that a good rate could be negotiated for the process.

The alternative option to the appointment of an external search and selection consultant by placing adverts for the role in the media was discussed. It was agreed that a specialist consultant would have the contacts and expertise to search for, and attract, the most appropriate candidates. Members requested that the consultants appointed should be instructed to extend their search widely and throughout the public and private sector.

The job profile and main responsibilities for the post were discussed and it was agreed that the external facing qualities be placed above the internal requirements of the role. It was also agreed that the paragraph requesting the post holder to play a lead role in shaping the future devolution agenda be amended to request they shape 'any' future devolution agenda.

The proposed salary as set out in the Council's Pay Policy Statement 2014/15 was discussed and it was agreed that to attract appropriate candidates the salary stated in the policy was required. The Interim Director (Human Resources) confirmed that benefits such as personal transport and essential car users allowance were not included in the remuneration. The provision of a mobile telephone, payment of one professional subscription and essential ICT equipment would be included; however, the latter two allowances were currently under review as stated in the Council's Pay Policy 2014/15 (Appendix 1).

The Chair questioned if all Members had the support of their political groups about the decisions being made and he was assured that the issue had been discussed at political group leadership meetings.

In conclusion Members were assured that they would be kept informed of the process and that an additional Appointments Panel meeting would be convened to agree the specific elements of the recruitment process.

Resolved –

- (1) That, in accordance with the Council’s Officer Employment Procedure Rules, the post of permanent Chief Executive be filled at the salary stated in the Council’s Pay Policy.**
- (2) That, in consultation with the chair of the Appointment Panel, the responsibility to select a search and selection consultant to support the recruitment process be delegated to the Interim Director of Human Resources.**

Action: *Interim Director of Human Resources*

Chair

Note: These minutes are subject to approval as a correct record at the next meeting of the Committee.

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THESE MINUTES HAVE BEEN PRODUCED, WHEREVER POSSIBLE, ON RECYCLED PAPER