

# Minutes of a meeting of the Appointment Panel (Permanent Chief Executive) held on Thursday 5 November 2014 at City Hall, Bradford

---

Commenced 0830

Concluded 0910

**PRESENT – Councillors**

CONSERVATIVE	LABOUR
Ellis	Green

**5. 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 Chair****6. DISCLOSURES OF INTEREST**

No disclosures of interest in matters under consideration were received.

**7. MINUTES****Recommended –**

**That the minutes of the meeting held on 8 October 2014 be signed as a correct record (previously circulated).**



City of Bradford  
Metropolitan District Council



Suzan Hemingway, City Solicitor

## 8. INSPECTION OF REPORTS AND BACKGROUND PAPERS

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

## 9. APPOINTMENT TO THE POST OF CHIEF EXECUTIVE.

The Panel were asked to consider, in accordance with the Council's Officer Employment Procedure Rules, the elements required for the search, assessment and appointment process for the recruitment to the position of permanent Chief Executive.

Members were advised that a simple 'taster' advertisement would be publicised in the Municipal Journal. This would be followed with a more detailed advertisement to be published week commencing 10 November 2014. It was agreed that a copy of the full advert would be provided for information to Members.

The closing date for the receipt of applications would be 28 November 2014 and the recruitment process would continue with applicants being shortlisted for interview on 8 December. Assessment and interviews would be conducted on 15 and 16 December 2014.

The Member involvement in the assessment process was discussed and it was agreed that, to prevent any possibility of predetermination or prejudice to candidates, a one to one session would be inappropriate. Members agreed to meet the applicants as a group during an informal lunchtime session on 15 December prior to the formal interview process on 16 December 2014.

The search element of the process was reported and Members were advised that six bids had been received for the role of search and selection consultant. Following consultation with the Chair Gatenby Sanderson had been appointed and were beginning to search for potential candidates. That search was in addition to the media advertisement process.

It was suggested that the search be cast wide enough to encourage applicants from people with the necessary experience and should not only focus on officers in local government or those holding existing Chief Executive positions.

The requirements to be included in the Job Profile were considered and a draft version was circulated for approval. It was agreed that the profile should be amended to reflect the relationship and work undertaken with elected members. It was also requested that the experience and ability required to react to democratic decisions should also be clearly stated.

The elements to be included in the assessment process on 15 December were discussed together with the constitution of the proposed stakeholder panels and appointment of a technical advisor. It was suggested that representation from the construction industry be included in the stakeholder panel and companies with close links to Bradford were proposed. It was also agreed that the incoming Director of Human Resources be requested to chair one of the stakeholder panels.

### **Resolved –**

- (1) That the elements required for the recruitment process to the post of permanent Chief Executive as outlined in Section 2.4 of Document "A" be agreed.**

- (2) That, in consultation with the Chair of the Appointment Panel, and to ensure an effective and efficient recruitment process, the responsibility to liaise directly with the search and selection consultant, stakeholder members and technical advisors involved in the recruitment process, be delegated to the Interim Director, 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.

minutes\ApptsPanel5NovChief Exec

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