

Minutes of a meeting of the Appointment Panel (City Solicitor) held on Tuesday 10 November 2015 at City Hall, Bradford

Commenced 1400
Concluded 1425

PRESENT – Councillors

CONSERVATIVE	LABOUR
Cooke	Green
	V Slater

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 Chair

2. DISCLOSURES OF INTEREST

No disclosures of interest in matters under consideration were received.

3. INSPECTION OF REPORTS AND BACKGROUND PAPERS

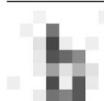
There were no appeals submitted by the public to review decisions to restrict documents.

4. APPOINTMENT TO THE POST OF PERMANENT CITY SOLICITOR

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

The Panel were also asked to delegate to the Director of Human Resources, in consultation with the Chair, the responsibility to liaise directly with the search and selection consultant, stakeholder participants if involved and technical advisors to ensure an effective and efficient recruitment process.

In response to questions it was confirmed that following a tender process a search and selection consultant had been appointed. Assurances were provided that the company had significant experience working with large local authorities and private sector organisations. Initial discussions had taken place with the specialist company and would



continue. If Members were in agreement further discussions between the specialist and key stakeholders would be undertaken as soon as possible. It was agreed that the search and selection consultant would contact the Leaders of the Labour, Conservative and Liberal Democrat groups.

Members were advised that the job profile which been agreed had not changed significantly since the appointment of the previous post holder. Copies were available at the meeting and would be emailed to Members.

It was confirmed that the search process would be undertaken in parallel with the advertisement procedure and should take approximately four weeks. Following that process the specialist consultants would undertake initial interviews and possibly technical assessments. The applications considered suitable for the role would be forwarded to the Panel to commence the short listing process. Members were advised that if they wished to include additional testing it could be incorporated into the process.

It was questioned whether the Panel wished to include other Members in the selection process and it was agreed that the Chief Whips of the three main groups; representatives of the Chairs of the Overview and Scrutiny Committees; the Governance and Audit Committee Chair or representative and a Member from the Regulatory bodies be considered for inclusion on a political advisory panel.

A less formal meeting to ascertain the views of the Corporate Management Team was discussed and it was agreed that a “drop in” style informal session would be useful.

Resolved –

- (1) **That the elements required for the recruitment process to the post of permanent City Solicitor, as briefly outlined in Section 2.5 of Document “A”, be agreed.**
- (2) **That the responsibility to liaise directly with the search and selection consultant, stakeholder participants if involved and technical advisors to ensure an effective and efficient recruitment process be delegated to the Director of Human Resources in consultation with the Chair of the Appointment Panel.**

Action: 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