

## North Yorkshire County Council

### Chief Officers Appointments and Disciplinary Committee

Minutes of the meeting held at County Hall, Northallerton on 9 January 2013 at 12.30 pm.

**Present:**

County Councillors: Arthur Barker (substituting for John Watson OBE); Keith Barnes (substituting for Geoff Webber); Tony Hall (substituting for Chris Metcalfe); Brian Marshall; Paul Richardson; and John Weighell.

Officers: Richard Flinton, Chief Executive; Justine Brooksbank, Assistant Chief Executive (Business Support); and Josie O'Dowd, Legal and Democratic Services.

**Apologies for Absence:** County Councillors Chris Metcalfe; John Watson OBE; and Geoff Webber.

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**Copies of all documents considered are in the Minute Book**

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**38. Minutes**

**Resolved –**

That the public minutes of the meeting held on 19 September 2012, having been printed and circulated, were taken as read, confirmed and signed by the Chairman as a correct record.

**39. Exclusion of the Public**

**Resolved –**

That the public be excluded from the meeting during consideration of item 3 on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 1, 3 and 4 of Part 1 of Schedule 12A to the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006.

**40. Appointment of the Corporate Director Children and Young People's Services – Establishment of an Appointments Sub Committee.**

**Considered –**

The report of the Assistant Chief Executive (Business Support) regarding the proposed further recruitment and selection process for the post of Corporate Director Children and Young People's Services, as a result of the retirement in January 2013 of the present post holder Cynthia Welbourn, and the withdrawal of the previously appointed candidate.

Justine Brooksbank, Assistant Chief Executive (Business Support), introduced the report. Members were familiar with much of the content, having been through the process already in September 2012. The proposed job description and person specification were considered and reconfirmed.

There was discussion of the proposal to consider a sole candidate – the candidate being a serving Director who had submitted an expression of interest during the earlier recruitment process, but who had been unable to continue his application at that time. In these circumstances Justine Brooksbank advised that it was appropriate to consider the candidate and the position as per the usual process for late applications in terms of the recruitment process for all staff.

County Councillor Paul Richardson asked if there were any issues around salary which needed to be considered. Justine Brooksbank replied stating that the Pay Policy allowed a market supplement to be applied if required to any post – this could be up to £2,000 in addition to the top of scale. She felt that this would provide sufficient room for negotiation, should this be required.

Regarding the appointment and composition of the Chief Officers Appointments and Disciplinary Sub Committee it was agreed that that this should be the same as on the previous occasion, comprising: 4 Conservatives – County Councillors Arthur Barker, Tony Hall, Carl Les, and John Weighell; 1 Liberal Democrat – County Councillor Keith Barnes and 2 Independent members – County Councillors Brian Marshall and Paul Richardson; mirroring the balance of the main committee.

In the event that the sole candidate proved to be unsuitable, it was agreed to delegate authority to the Chief Executive in consultation with the Chairman, and Assistant Chief Executive (Business Support) to:

- engage recruitment and search services if needed;
- review the applications to determine a manageable long list and;
- complete further short listing after Day One of the recruitment and selection process to remove applicants not deemed suitable for appointment prior to the final interview on Day Two.

#### **Resolved –**

- a) The arrangements for the appointment, in accordance with the Staff Employment Procedure Rules, the agreement to interview a late candidate, and to reappoint the previous Sub-Committee;
- b) To reconfirm the job description and person specification for the recruitment of a new Corporate Director – Children and Young People's Services.
- c) To delegate authority to the Chief Executive in consultation with the Chairman, and Assistant Chief Executive (Business Support), if the sole candidate interview proved unsuccessful, to engage recruitment and search services, and to then review the applications received to determine a manageable long list for Sub Committee short listing purposes, and complete further short listing after Day One of any further recruitment and selection exercise, to remove applicants not appointable prior to the final interview;
- d) To agree the proposed recruitment process in terms of timescale and selection arrangements, if needed, as per c) above.