

PERSONNEL (APPOINTMENT OF DIRECTOR OF DEVELOPMENT SERVICES)
SUB COMMITTEE

30 April 2003

Attendance:

Councillors:

Campbell (Chairman) (P)

Baxter (P)
 Beveridge (P)
 Busher (P)
 Collin (P)
 Davies (P)
 Sutton (P)

Officers in attendance:

Ms A Gavin – Director of Personnel

Mr S Eden – Chief Executive

1. **ELECTION OF CHAIRMAN**

RESOLVED:

That Councillor Campbell be elected Chairman of the Sub-Committee.

2. **EXEMPT BUSINESS**

RESOLVED:

That the public be excluded from the meeting during the consideration of the following item of business because it is likely that, if members of the public were present, there would be disclosure to them of 'exempt information' as defined by Section 100I and Schedule 12A to the Local Government Act 1972.

<u>Minute Number</u>	<u>Item</u>	<u>Description of Exempt Information</u>
###	Appointment of Director of Development Services	Information relating to a particular employee, former employee or applicant to become and employee of, or a particular office-holder or applicant to become and office-holder under the authority. (Para 1 Schedule 12A refers).

3. **APPOINTMENT PROCESS AND TIMETABLE**

The Panel discussed and agreed the person specification, the job description and the terms and conditions of the appointment. The arrangements for advertising the post were agreed. The shortlisting and selection process and timetable.

RESOLVED:

1. That the Director of Personnel decide the final content of the advertisement and applicant paperwork in consultation with the Chairman.
2. That the terms and conditions, job description and person specification be agreed as set out in the application pack.

The meeting was then adjourned until 23 June 2003, when the Sub-Committee reconvened. The Sub-Committee agreed a short-list for interview, the topics for prepared work and the content of the assessment centre. The meeting was then adjourned until 7 July 2003 when the Sub-Committee reconvened.

On 7 July 2003, following the assessment centre process, all Sub-Committee Members met all the interviewees informally. The Sub-Committee then reconvened on 8 July 2003 when formal interviews were held.

After the conclusion of the interviews and assessment of all relevant information and background material, it was agreed that the post should be offered to Mr R Cooper, currently Head of Strategic Planning, Canterbury City Council. Mr Cooper was formerly Head of Heritage and Urban Design and, prior to that, holding various posts all at the London Borough of Bromley.

RESOLVED:

That subject to no material objection being raised by Members of Cabinet under the Officer Employment Procedure Rules, Mr R Cooper be offered the post of Director of Development Services and that it be delegated to the Director of Personnel, in consultation with the Chairman, to make the detailed arrangements for his appointment within the relevant terms and conditions of appointment and approved salary scale.

(Following the meeting, no material objections were raised by Members of Cabinet and the appointment proceeded accordingly)

Chairman