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Folkestone

Hythe & Romney Marsh
Shepway District Council



Agenda

Meeting: **Joint Appointments Committee**
Date: **5 July 2011**
Time: **10.00 am**
Place: **Ashford International Hotel**

To: **All members of the Joint Appointments Committee**

The committee will consider the matters listed below at the date, time and place shown above. The meeting will be open to the press and public.

Members of the Committee who wish to have information on any matter arising on the Agenda which is not fully covered in these papers are requested to give notice prior to the meeting to the Chairman or appropriate officer.

Part I – Open to the public

1. **Election of Chairman**

To elect a Shepway District Council member to preside as Chairman for the meeting.

2. **Apologies for absence**

3. **Declarations of interest**

Members of the committee should disclose personal or prejudicial interest/s in any item/s on this agenda.

4. **Minutes**

To consider and approve as a correct record the minutes of the meeting held on 6 June 2011.

Queries about the agenda? Need a different format?

Contact Lorraine Burley – Tel: 01303 853411
Email: committee@shepway.gov.uk or download from our website
www.shepway.gov.uk

5. **Exclusion of the public**

To exclude the public for the following item on the ground that it is likely to disclose exempt information as defined in paragraph 1 part 1 of schedule 12a of the Local Government Act 1972.

Part II – Exempt information item

6. **Selection of the joint Chief Executive Officer for Dover District Council and Shepway District Council**

The committee has previously agreed the selection process in order that it can recommend to both councils which candidate should be appointed to the post of joint chief executive officer. The committee is requested to carry out the process and if it feels fit make a recommendation.



Minutes

Joint Appointments Committee

Held at:	Middelburg Room - Civic Centre Folkestone
Date	Monday, 6 June 2011
Present	Councillors Robert Bliss, Susan Chandler, Nigel Collor, Brian Copping, Gordon Cowan, Mike Eddy, Rory Love, David Monk, Russell Tillson and Watkins
Apologies for Absence	None
Officers Present:	Harvey Rudd, Solicitor to the Council, Dover District Council and Peter Wignall, Head of Democratic Services and Policy, Shepway District Council for minutes 1 to 3 and 4 (in part)
Others Present:	Sam Maher and Lisa Butterfill of East Midlands Councils

1. **Election of Chairman**

Resolved:

That Councillor Paul Watkins is appointed as chairman for the meeting.

For 10, against 0, abstentions 0,

2. **Declarations of interest**

There were no declarations of interest.

3. **Terms of reference and composition and committee procedure rules for the Joint Appointments Committee**

The committee were asked to note the terms of reference and composition and committee procedure rules of the Joint Appointments Committee attached to the agenda.

Proposed by Councillor Bliss
Seconded by Councillor Watkins and

Resolved:

That the terms of reference be noted.

For 10, against 0, abstentions 0,

4. **Selection and appointment of a joint chief executive officer for Dover and Shepway District Councils**

Report JC/11/01 sets out recommendations of the joint implementation forum on the role description, person specification, remuneration package and outline selection process for the post of joint chief executive officer.

The recommendations of Dover District Council's Scrutiny (Policy and Performance) Committee meeting of 31 May 2011 and its Cabinet meeting of 2 June 2011 were reported.

Sam Maher and Lisa Butterfill of East Midlands Councils gave advice on further details of the selection process

Proposed by Councillor Bliss
Seconded by Councillor Watkins and

Resolved:

1. **To receive and note Report JC/11/01.**
2. **To agree the role description and person specification for the role of joint chief executive officer annexed respectively as appendix 1 and 2 OF the report of East Midlands Councils to the committee;**
3. **To agree the selection procedure contained in the report of East Midlands Councils to the committee subject to the inclusion of an assessment of emotional intelligence and the details agreed in the meeting;**
4. **To recommend to both councils that the basic salary for the role of joint chief executive be a "spot salary" of £125,000 p.a. preserving any other benefits that the successful candidate has;**
5. **To recommend to both councils that the joint chief executive officer be the returning officer for each council;**
6. **That East Midlands Councils make the arrangements for the selection process.**

For 10, against 0, abstentions 0,