

# Public Document Pack



Democratic Services  
White Cliffs Business Park  
Dover  
Kent CT16 3PJ

Telephone: (01304) 821199  
Fax: (01304) 872452  
DX: 6312  
Minicom: (01304) 820115  
Website: [www.dover.gov.uk](http://www.dover.gov.uk)  
e-mail: [democraticservices@dover.gov.uk](mailto:democraticservices@dover.gov.uk)

28 July 2021

Dear Councillor

I am now able to enclose, for consideration at the meeting of the **APPOINTMENTS COMMITTEE** on Thursday 29 July 2021 at 6.00 pm, the following reports that were unavailable when the agenda was printed.

4 **MINUTES** (Pages 2 - 3)

To confirm the Minutes of the meeting of the Committee held on 13 July 2021.

Yours sincerely

A handwritten signature in black ink, appearing to read "Nicky", written over a white, wave-like shape that matches the Dover District Council logo.

Chief Executive

Minutes of the meeting of the **APPOINTMENTS COMMITTEE** held at the Council Chamber on Tuesday, 13 July 2021 at 2.00 pm

Present:

Chairman: Councillor T J Bartlett

Councillors: S H Beer  
K Mills  
C A Vinson

Also Present: Councillor O C de R Richardson

Officers: Chief Executive  
Strategic Director (Operations and Commercial)  
Head of Governance  
EKHR Business Partner  
Democratic and Corporate Services Manager

#### 1 APOLOGIES

There were no apologies for absence.

The Democratic and Corporate Services Manager confirmed that a vacancy existed on the Appointments Committee until filled by the full Council following the resignation of Councillor M J Holloway.

#### 2 APPOINTMENT OF SUBSTITUTE MEMBERS

There were no substitute members appointed.

#### 3 DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

#### 4 TERMS OF REFERENCE

The Chief Executive presented the Terms of Reference agreed by the full Council for the Appointments Committee. These were in addition to a number of delegations authorised by the full Council to the Chief Executive in respect of the recruitment process.

Members were advised that the Appointment of the Strategic Director (Place & Renewal) would be made by the full Council as the salary package exceeded £100,000.

The Role of the Appointments Committee would be:

- To undertake shortlisting in respect of new Strategic Director (Place & Renewal) post
- To undertake interviews in respect the new Strategic Director (Place & Renewal) Post
- To make recommendations to the Full Council regarding the appointment of the new Strategic Director (Place & Renewal)

Members considered the Terms of Reference and discussed the appointments process.

It was moved by Councillor C A Vinson, duly seconded and

RESOLVED: That the Terms of Reference be noted.

5 PROGRESS UPDATE

The Chief Executive advised that the deadline for applications for the post of Strategic Director (Place & Renewal) had been the previous day and that it had now closed.

It was recommended by the Head of Governance that if Members wished to discuss the application process in more detail that they would need to exclude the press and public.

6 EXCLUSION OF THE PRESS AND PUBLIC

It was moved by Councillor C A Vinson, duly seconded by Councillor S H Beer and

RESOLVED: That, under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the remainder of the business on the grounds that the items to be considered involved the likely disclosure of exempt information as defined in paragraph 4 of Part I of Schedule 12A of the Act.

7 PROGRESS UPDATE

Members considered the progress update from the Chief Executive and the report of the recruitment consultants.

(Councillor T J Bartlett declared a Voluntary Announcement of Other Interests by reason that one of the applicants was known to him but not to a sufficient degree to cause the association to be an Other Significant Interest or Disclosable Pecuniary Interest.)

8 TRAINING FOR APPOINTMENTS COMMITTEE MEMBERS

The Chief Executive discussed the proposals for providing training for Members.

The meeting ended at 2.42 pm