

CHIEF OFFICERS' EMPLOYMENT COMMITTEE

Meeting held in the Committee Room, Council Offices, Urban Road, Kirkby-in-Ashfield,

on Tuesday, 13th August, 2019 at 7.00 pm

Present: Councillor Jason Zadrozny in the Chair;

Councillors Kier Barsby, Dave Shaw,
John Smallridge, Helen-Ann Smith and
Daniel Williamson (as substitute for Tom Hollis).

Apologies for Absence: Councillors Chris Baron and Tom Hollis.

Officers Present: Karen Barke, Lynn Cain and Ruth Dennis.

CO.16 Declarations of Disclosable Pecuniary or Personal Interests and Non Disclosable Pecuniary/Other Interests.

No declarations of interest were made.

CO.17 Minutes

RESOLVED

that the minutes of the meeting of the Committee held on 28th June, 2019, be received and approved as a correct record.

CO.18 Options and Processes for Appointing to the Position of Head of Paid Service/Chief Executive, including Interim Arrangements

Members were requested to consider the options for appointing to the position of the Head of Paid Service/Chief Executive Officer (CEO) and to consider the process for such an appointment including any interim arrangements.

RESOLVED that

- a) Option 2, an external recruitment process for a Head of Paid Service/CEO, be confirmed as the preferred option by the Committee;
- b) the HR Manager be instructed to carry out a review of the Job Description and Person Specification for the role of Head of Paid Service/CEO to present to a future meeting of the Committee for approval;
- c) the HR Manager be also instructed, in conjunction with East Midlands Councils, to carry out a salary benchmarking exercise to present to a future meeting of the Committee for approval;

- d) the HR Manager be authorised to produce a specification for the services required from the recruitment agency and to instruct the Procurement Unit to seek quotations;
- e) delegated authority be granted to the Leader of the Council, in consultation with the Monitoring Officer, to appoint the successful recruitment agency;
- f) the outline timeline set out in the report with a formal recruitment process, commencing in January 2020, be approved;
- g) approval be given for the appointment of Carol Cooper-Smith as the Interim Chief Executive from 16 September 2019 for up to 10 months;
- h) Council be recommended to approve the appointment of Carol Cooper-Smith as Head of Paid Service from 23 September 2019.

The meeting closed at 7.10 pm

Chairman.