

CHIEF OFFICERS' EMPLOYMENT COMMITTEE

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

on Tuesday, 21st March, 2023 at 9.00 am

Present: Councillor Jason Zadrozny in the Chair;

Councillors Samantha Deakin, Rachel Madden,
David Martin (as substitute for Tom Hollis) and
Helen-Ann Smith.

Apologies for Absence: Councillors Tom Hollis and Nicholas Parvin.

Officers Present: Karen Barke, Lynn Cain and
Theresa Hodgkinson.

CO.7 Declarations of Disclosable Pecuniary or Personal Interests and/or Non-Registrable Interests.

No declarations of interest were made.

CO.8 Minutes

RESOLVED

that the minutes of the meeting of the Committee held on 1 September 2022, as now submitted, be received and approved.

CO.9 Arrangements for the Appointment of the Executive Director - Place

The Chief Executive presented the item and requested Members to approve the arrangements for the appointment of the Executive Director - Place which included agreeing the Job Description and Person Specification for the role, the process for appointing a recruitment specialist and an indicative timeline.

Members were also asked to confirm the salary band for Executive Directors and to consider interim arrangements for facilitating the role of Executive Director – Place whilst recruitment takes place.

Whilst discussing the issues, the Chairman asked Members to note that the finance appraisal which outlined the indicative fee of £20,000 for recruitment was to cover a number of roles and not just for the position of Executive Director – Place.

RESOLVED that

- a) the Chief Executive be authorised to commence an external recruitment process for the appointment of a permanent Executive Director – Place;
- b) the content of the Job Description and Person Specification for the role of Executive Director – Place as attached to the report at Appendix 1, be

agreed;

- c) the HR Manager be authorised to produce a specification for the services required from a recruitment agency to assist in the recruitment process and to seek quotations for these services;
- d) delegated authority be granted to the Chief Executive (in consultation with the Leader) to appoint the successful recruitment agency;
- e) the indicative timeline as set out in the report, be approved;
- f) the salary band of Executive Directors, as set out in the report, be confirmed;
- g) delegated authority be granted to the Chief Executive to seek interim arrangements for the position of Executive Director – Place.

The meeting closed at 9.11 am

Chairman.