



Please reply to:

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Date: 7 July 2017

Notice of meeting

Appointments Committee

Date: Monday, 17 July 2017 and Tuesday 18 July 2017

Time: 9.30 am

Place: Goddard Room, Council Offices. Knowle Green, Staines-upon-Thames TW18 1XB

The members of the Committee:	
Councillors	Co-Opted members
I.T.E. Harvey	Mr Gerry Ceaser
C.B. Barnard	Mr Roberto Tambini
A.C. Harman	
J.M. Pinkerton OBE	
D. Saliagopoulos	

Spelthorne Borough Council, Council Offices, Knowle Green

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AGENDA

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1. **Apologies**

To receive any apologies for absence.

2. **Minutes**

To confirm the minutes of the meeting held on 24 May 2017 as a correct record.

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3. **Disclosures of Interest**

To receive any disclosures of interest from members of the Committee in accordance with the Council's Code of Conduct for members.

4. **Suspension of Standing Order 5 - Duration of meeting**

To move that Standing Order 5 be suspended for the duration of the meeting, as the meeting is likely to exceed three hours.

5. **Exempt Business**

To move the exclusion of the Press/Public for the following item, in view of the likely disclosure of exempt information within the meaning of Paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006.

6. **Exempt Item - Recruitment of Chief Executive**

(Exempt Paragraph 1 - Information relating to any individual and on the basis that disclosure would not be in the public interest because it would contain personal data submitted with an expectation of confidence and disclosure is not in accordance with the Data Protection Act 1998.)

To meet with the appointed consultants, Norman Broadbent Ltd, to interview the shortlist of 3 candidates for the position of Chief Executive.

At the conclusion of the selection programme the Committee will make a recommendation to be included in a report to Council on 20 July 2017.

Note: The selection programme is subject to change and will depend on the number of candidates selected by the Leader of the Council and Norman Broadbent Ltd. Details of the candidates selected, together with any additional information will be forwarded to members of the Committee only, in advance of the meeting.

Minutes of Appointments Committee

24 May 2017

Present:

Councillor I.T.E. Harvey, Leader of the Council
Councillor A.C. Harman, Deputy Leader of the Council
Councillor C.B. Barnard, Portfolio Holder for Planning and Economic
Development
Councillor J.M. Pinkerton OBE, Portfolio Holder for Housing

Apologies:

Councillor D. Saliagopoulos

Councillors in attendance:

434/17 Appointment of Chairman

Cllr. Harman proposed that the Leader, Cllr. Harvey, be appointed Chairman. Cllr. Pinkerton seconded this. It was agreed by the meeting.

435/17 Apologies

Apologies were received from Cllr. Saliagopoulos.

436/17 Disclosures of Interest

In order that there is transparency it should be noted that the four Conservative Councillors on the Committee declared an interest under our conflict of interest policy so that it can be recorded that the Chief Executive of Norman Broadbent Ltd, Mr Mike Brannan, is the Chairman of the Spelthorne Conservative Association. Whilst Mr Brennan has no control over the elected members of the Council, it is only right and proper that the relationship is disclosed. Councillors have considered that they are able to deal with the matter properly and that there is no risk of undue influence since Mr Brennan will not be involved in this assignment.

437/17 Selection of Consultants

It was noted that four recruitment companies had submitted proposals for taking on this assignment and that one company, Norman Broadbent Executive Search Ltd. was proposed for appointment, particularly for its expertise in executive search in the private sector, a feature which the Committee considered to be relevant in the search for a new Chief Executive. Proposed by Cllr. Barnard and seconded by Cllr. Pinkerton that Norman

Broadbent Ltd be appointed as the Council's consultant on the Chief Executive recruitment. This was agreed by the Committee.

438/17 Co-opted members

The Committee agreed that it would co-opt an advisory member, Mr. Gerry Ceasar, who was very qualified for this role, having previously been part of the selection process for the appointment of Roberto Tambini. Roberto Tambini was present at the meeting as a co-opted member.

439/17 Timetable for the recruitment of a new Chief Executive

The Consultants, Norman Broadbent Executive Search Ltd. joined the meeting at this point. The Committee discussed the procedural steps of the recruitment and the likely timescales involved.