

# Minutes

## Appointment Committee

31<sup>st</sup> March 2022

Present:

Councillors	Present	Councillors	Present
Councillor J Abbott	Yes	Councillor M Radley	Yes
Councillor G Butland (Chairman)	Yes	Councillor Mrs G Spray	Yes
Councillor T Cunningham	Yes	Councillor R van Dulken	Yes
Councillor D Mann	Yes		

Officers in attendance: Penny Phillips, Human Resources Manager and Andy Wright, Chief Executive.  
Steve Guest, Head of Executive Recruitment and Assessment (Solace)

1. **APOLOGIES FOR ABSENCE**

Councillor Mrs J Pell. Councillor M Radley confirmed he was in attendance in place of Councillor Mrs J Pell, who has replaced him on the Appointment Committee, as agreed at Full Council on 28<sup>th</sup> March 2022. As Councillor Mrs J Pell was unable to attend this meeting due to a prior engagement, Councillor Radley agreed to attend on this occasion and provide feedback to Councillor Mrs J Pell next week.

2. **DECLARATIONS OF INTERESTS**

There were none.

3. **RECRUITMENT PROCESS FOR THE POST OF CHIEF EXECUTIVE (HEAD OF PAID SERVICE)**

**INFORMATION:** Councillor G Butland explained the purpose of the meeting was to agree the following:-

- Recruitment process for the replacement Chief Executive following Andy Wright's resignation and leaving date as 31<sup>st</sup> August 2022.
- Agree the draft Job Description and Person Specification.
- Select a Technical Assessor to complete the technical interview part of the process with Steve Guest.
- Agree where to advertise the role.

Members confirmed receipt of the following documents in preparation for the meeting:-

- Recruitment timetable.
- Job profile.
- CV's for Technical Assessors.

Steve Guest (Solace) talked through the recruitment timetable and all Members agreed and confirmed their availability for the key dates:–

24<sup>th</sup> May at 2pm – Long listing meeting (Virtual)

9<sup>th</sup> June at 1pm – Short listing meeting (Virtual)

14<sup>th</sup> June – All day Assessment Centre (In person – Causeway House)

15<sup>th</sup> June – All day Final Panel Interviews (In person – Causeway House)

Updated timetable to be circulated.

The draft Job Description and Person Specification were discussed. No amendments or concerns were raised.

Steve Guest confirmed the role of the Technical Assessor and gave an overview of the three candidates put forward. The Committee agreed that Karen Satterford had the most recent, relevant experience, in a similar size District with symmetry to Braintree District Council (the Council). On this basis, all agreed she was the best suited candidate to fulfil the role of Technical Assessor for the Council's recruitment process.

Steve Guest suggested advertising as follows:

- ½ page advert with an advertorial in the Municipal Journal (this will be based on an interview with Councillor G Butland).
- Advert in the Guardian online.
- Consider advertising in the Sunday Times online (£800) – to capture private sector candidates.

Steve Guest asked the Committee for feedback on what they are looking for in their next Chief Executive and whether they would consider private/third sector candidates. General consensus was agreeable to this.

Steve asked for the Committee's feedback on the Council's priorities and key messages, so he could be clear he has a good understanding of the business when he is discussing Braintree with candidates. All Members provided feedback.

Councillor G Butland asked the Committee to consider who to include in stakeholder recruitment exercises and gather interest.

**DECISION:** The Committee agreed to the following:-

- Recruitment process for the replacement Chief Executive following Andy Wright's resignation and leaving date as 31<sup>st</sup> August 2022.
- The draft Job Description and Person Specification.
- Selection of a Technical Assessor to complete the technical interview part of the process with Steve Guest (Solace).
- Solace to provide an advert for the role of Chief Executive Agree and for this to be advertised in the Municipal Journal with an advertorial (based on an interview with Councillor G Butland), in the Guardian online and in the Sunday Times online.

**REASONS FOR DECISION:** To enable successful recruitment to fill the vacancy of Chief Executive and to meet the requirements of the Constitution.

The meeting commenced at 2.00pm and closed at 2.50pm.

G BUTLAND  
(Chairman)