



# Member Appointment Panel

To the Member Appointment Panel on Wednesday, 08 May 2024

Date of meeting: Thursday, 16 May 2024

Time: **16:30 Please note start time.**

Venue: Council Chamber

Council Offices, Adam and Eve Street, Market Harborough.

Members of the public can access a live broadcast of the meeting from the [Council website](#), and the meeting webpage. The meeting will also be open to the public.

## Agenda

- 1 Apologies for Absence
- 2 Minutes of the Member Appointment Panel - 8 September 2023 3 - 6
- 3 Declarations of Members' Interests
- 4 Section 100A(4) - Local Government Act 1972 7 - 8

JOHN RICHARDSON  
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HARBOROUGH DISTRICT COUNCIL

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- Chairman,



## **HARBOROUGH DISTRICT COUNCIL**

MINUTES OF A MEETING OF THE MEMBER APPOINTMENT PANEL on

8 September 2023 commencing at 4.30 pm

Held at **The Council Chamber, The Symington Building**, Adam & Eve Street,  
Market Harborough, LE16 7AG

Present: Councillor Knowles (Chairman)

Councillors: Woodiwiss and Bateman

Officers: R. Jenner and K. Parsons

### **ELECTION OF CHAIRMAN**

Kathryn Parsons opened the meeting and presided over the election of the Chairman of the panel.

Councillor Woodiwiss proposed Councillor Knowles for the position of Chairman. Councillor Bateman seconded the proposal. There were no further nominations.

Councillor Knowles was elected as Chairman and assumed conduct of the meeting.

### **APOLOGIES FOR ABSENCE**

There were none.

### **MINUTES OF A MEETING OF THE CHIEF OFFICER APPOINTMENT PANEL HELD ON 22 JANUARY 2021**

Prior to May 2023, the Council constituted a "Chief Officer Appointment Panel" for the purposes of managing appointments to Chief Officer posts. Post the May 2023 elections, the new administration for the Council created a "Member Appointment Panel" in relation to the selection of a Chief Executive. The bodies therefore perform similar functions on behalf of Council and it is considered appropriate that the Member Appointment Panel receive the minutes of the Chief Officer Appointment Panel.

In respect of the meeting of the Chief Officer Appointment Panel from 22 January 2021, Councillors Knowles and Bateman were both present at that meeting and confirmed that the minutes were an accurate reflection of the same.

Councillor Knowles proposed that the minutes be accepted, which was seconded by Councillor Bateman.

Councillor Woodiwiss abstained.

**RESOLVED:** that the minutes of the meeting of the Chief Officer Appointment Panel held on 22 January 2021 be received and adopted.

## **DECLARATIONS OF MEMBERS' INTERESTS**

There were none.

## **EXCLUSION OF THE PUBLIC**

The Panel was invited to consider excluding the public from the meeting during consideration of the next item on the agenda. The basis for the proposed exclusion was that the Panel would be considering information which is exempt from publication under section 100A of the Local Government Act 1972, as defined by paragraphs 1 and 2 of Part 1 of Schedule 12A of that Act.

The Panel was informed that the public interest in maintaining the exemption from publication outweighed the public interest in disclosing the information and the Panel was in unanimous agreement that it be

**RESOLVED:** that the public and press be excluded from the meeting while the Panel receive and consider the next item on the agenda as this would involve consideration of personal data about individual which could lead to their identification and the public interest in disclosing that information does not outweigh the public interest in maintaining the exemption from publication.

## **APPOINTMENT OF CHIEF EXECUTIVE (and Head of Paid Service)**

The Panel reviewed the recruitment process undertaken to identify a suitable candidate to recommend to Council for appointment to the role of Chief Executive and Head of Paid Service, noting it was carried out in accordance with the Council's Constitution and its Recruitment and Selection Policy.

The recruitment campaign was supported by Starfish Search, who have expertise in Local Government Chief Executive recruitment. It attracted 19 candidates in total, all of a high standard. The applications were reviewed and ranked with 10 applicants

being longlisted and invited to attend a technical interview panel comprising Luke Judd, Starfish Partner and Bev Smith consultants and ex Local Authority Chief Executive in August 2023.

Following the technical interview, the technical interview panel recommended that 4 candidates be progressed to the final recruitment stage. This was a difficult decision due to the high calibre of all of those interviewed by the technical panel.

The 4 candidates all attended a two-day Assessment Centre, culminating in a final interview on 8 September 2023 by the Member Appointment Panel.

The Panel considered all of the information available to it, including the feedback and observations from the technical interview panel and the Assessment Centre in addition to the performance of the candidates in their final interview with the Member Appointment Panel. The Panel determined that Candidate A and B were appointable and unanimously

- RESOLVED:**
- (i) Candidate A be offered the position of the Chief Executive & Head of Paid Service, subject to satisfactory completion of any pre-employment requirements;
  - (ii) If Candidate A declines the offer or does not satisfy the pre-employment requirements, Candidate B be offered the position of the Chief Executive & Head of Paid Service, subject to satisfactory completion of any pre-employment requirements;
  - (iii) If neither candidate accepts the position, or accepts but does not satisfy the Council's pre-employment requirements, that the Member Appointment Panel reconvene.

## **URGENT ITEMS**

There were no urgent items.

The Meeting closed at 4:50 pm



Member Appointment Panel – 16<sup>th</sup> May 2024

**Section 100A (4) Local Government Act 1972**

**The following items are suggested to be dealt with under the above legislation.**

**To comply with the Act the following resolution needs to be passed.**

“That the public and press be excluded from the remainder of the meeting on the grounds that the matters yet to be discussed involve the likely disclosure of exempt information as defined in paragraphs 1 and 2 of Schedule 12A to the Local Government Act 1972”.

**Exempt** - Exempt Report from the Head of Human Resources with Recommendations for the Appointment of Head of Democratic Services, Elections and Monitoring Officer (to follow)

