

**HARBOROUGH DISTRICT COUNCIL**

**MINUTES OF A MEETING OF THE MEMBER APPOINTMENT PANEL**

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

on

16<sup>th</sup> May 2024 commencing at 4.00 pm

Present: Councillors Woodiwiss (Chair), Bateman and Johnson

Officers: R. Jenner, J Richardson and S Baldwin

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

**1. Apologies for absence**

Councillor Knowles provided his apologies and was substituted by Councillor Johnson

**2. Minutes of the meeting of the Chief Officer Appointment Panel held on 8<sup>th</sup> September 2023**

Councillors Woodiwiss and Bateman were present at that meeting. No questions or concerns raised relating to that meeting. Councillor Woodiwiss proposed and seconded by Councillor Bateman. Councillor Johnson was not present at that meeting.

It was RESOLVED that the minutes of the meeting of the Member Appointment Panel held on 8<sup>th</sup> September 2023 be received and adopted.

**3. Declarations of Members' Interests**

There were none.

#### **4. Section 100(a) 4 Local Government Act 1972**

RESOLVED that the public and press be excluded from the following item on the grounds that the matter yet to be discussed involved the likely disclosure of exempt information as defined in Paragraphs 1 and 2 of Schedule 12A to the Local Government Act 1972.

#### **5. Report from the Head of HR with Recommendations for the Appointment of Monitoring Officer which is incorporated into the role of Head Of Democratic Services and Elections**

The Panel reviewed the recruitment process undertaken to identify a suitable candidate to recommend to Council for appointment to the role of Head of Democratic Services, Elections and the statutory role of Monitoring Officer, noting it was carried out in accordance with the Council's Constitution and its Recruitment and Selection Policy.

The vacancy was advertised in the Municipal Journal on 3<sup>rd</sup> April 2024, it attracted five candidates in total, two were invited to attend the assessment centre day which culminated in a final interview on the 16<sup>th</sup> May 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 was appointable unanimously

- RESOLVED:**
- (i) Candidate A be offered the position of the Monitoring Officer, subject to satisfactory completion of any pre-employment requirements;
  - (ii) If candidate A does not accept the position, or does not satisfy the Council's pre-employment requirements, the vacant post will be re-advertised.

#### **6. Urgent items**

There were no urgent items.

The Meeting closed at 16:05 pm