



# Appointments Committee

*Making a difference where it counts*

**Wednesday 18th May 2016**

**11.30 am**

**Alford Room  
Council Offices  
Brympton Way  
Yeovil  
Somerset BA20 2HT**

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The public and press are welcome to attend.

Disabled Access is available at this meeting venue.



If you would like any further information on the items to be discussed, please ring the Agenda Co-ordinator, Angela Cox, Democratic Services Manager 01935 462148, website: [www.southsomerset.gov.uk](http://www.southsomerset.gov.uk)

This Agenda was issued on Tuesday 10 May 2016.

A handwritten signature in black ink that reads 'Ian Clarke'.

**Ian Clarke**, Assistant Director (Legal & Corporate Services)

# Appointments Committee Membership

**Chairman:** Ric Pallister  
**Vice-chairman:** Jo Roundell Greene

Tim Inglefield  
Sylvia Seal

Angie Singleton  
Andrew Turpin

Martin Wale  
Colin Winder

## South Somerset District Council – Council Aims

South Somerset will be a confident, resilient and flexible organisation, protecting and improving core services, delivering public priorities and acting in the best long-term interests of the district. We will:

- Protect core services to the public by reducing costs and seeking income generation.
- Increase the focus on Jobs and Economic Development.
- Protect and enhance the quality of our environment.
- Enable housing to meet all needs.
- Improve health and reduce health inequalities.

## Members Questions on Reports prior to the Meeting

Members of the Committee are requested to contact report authors on points of clarification prior to the Committee meeting.

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**Wednesday 18 May 2016**

## Agenda

1. **Apologies for Absence**
2. **Declarations of Interest**
3. **Exclusion of the Public - Closed Session**

At this meeting the Committee is asked to consider the process of the appointment of a Chief Executive Officer for South Somerset District Council. It is therefore recommended that from this point onwards the Committee move into closed session for the remainder of its meeting.

Members are requested to pass the following resolution:

That members of the press and public be excluded from the meeting in accordance with the Local Government Act 1972 Schedule 12A paragraph 3.

“Information relating to the financial or business affairs of any particular person (including the authority holding that information).”

4. **Discussion of Process to Recruit a Chief Executive Officer (Confidential)**  
(Pages 6 - 22)

Members will be asked to consider the following points:

- Approach to recruitment / agency – see Appendix 1 (see agenda page 4)
- Timetable – provisional dates for process. Interview venues. Avoiding August. – see Appendix 2 (see agenda page 20)
- Recruitment pack content including job description / person specification / terms and conditions / welcome letter / plus council plan / organisation chart
- Advert – placement, type, size, costs
- Selection methods – initial thoughts
- Delegation of decisions

5. **Date of Next Meeting**

To be discussed and agreed at this meeting.

# Agenda Item 4

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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