

APPOINTMENTS PANEL

Minutes of the Meeting held on Thursday 27 August 2015

commencing at 10am

Present: Councillors I A Darby (CDC), R Bagge (SBDC) C M Jones (CDC) W Matthews (SBDC), P M Jones (CDC) and A Walters (SBDC).

1. Panel Members' Briefing

The Acting Chief Executive provided a full briefing to all members of the Panel on the process for the appointment of an Interim Director of Services.

Each Member received a pack of information which contained the following documents:

- Candidate Profiles (previously circulated to Panel Members to allow sufficient time to read in advance of the interviews)
- Job Description
- Person Specification
- Scoring sheet for each candidate and to be completed at the end of each interview
- Programme for the day
- Copy of the group task being provided to candidates in a separate room to the interview, being facilitated and observed by Heads of Service
- Copy of the presentation brief
- Copy of the nine interview questions for each candidate and a form to be completed by the Panel members on the responses received to the questions

2. Election of Chairman

It was agreed that Councillor I A Darby be elected Chairman of the Appointments Panel for the duration of the meeting.

3. Exclusion of the Public

“That under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A to the Act.”

4. Interviews and appointment of Interim Director of Services

The Chairman welcomed each candidate and all Panel Members and officers in attendance introduced themselves to each candidate.

Each interview commenced with a 10 minutes presentation from the candidate. The Chairman invited members to ask questions of the candidate in respect of their presentation for up to 10 minutes.

The second stage of each interview was for the Panel members to ask a series of questions based on a competency test for the role of Interim Director of Services for a period of 40 minutes (nine questions had been prescribed to the Panel, with the opportunity for relevant supplementary questions).

Each candidate was asked if they wish to ask any questions of the Panel.

At the end of each interview Panel members completed a scoring matrix for each candidate and this was passed to the HR officer to compile into the scoring programme.

The scores from the group task were separately passed to the HR officer for input into the scoring programme.

The Panel completed interviews of four candidates who had attended for interview.

All interviews were completed at 4.30pm.

The Acting Chief Executive presented the report of the scores and overall score for each candidate to the Panel for consideration and decision. The results of the group task and interviews were deliberated by the Panel and it was:

RESOLVED:

- i) That the Appointments Panel recommend to both Councils at Chiltern and South Bucks to appoint Anita Cacchioli to the post of Interim Director of Services; and**

- ii) That, subject to full approval from both Councils, the Acting Chief Executive offer the position to Anita Cacchioli.**

The meeting terminated at 5.55pm