

Declarations of Interest

Any Member attending the meeting is reminded of the requirement to declare if he/she has a personal interest in any item of business, as defined in the Code of Conduct. If that interest is a prejudicial interest as defined in the Code the Member should also withdraw from the meeting.

A G E N D A

- | | (Pages) |
|---|----------------|
| 1. Apologies for absence | |
| 2. Appointment of Interim Director of Services | |
| To consider report of Acting Chief Executive. | (1 - 2) |
| <i>Appendix</i> | (3 - 6) |

The next meeting is due to take place on Tuesday, 10 November 2015

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**SOUTH BUCKS DISTRICT COUNCIL
16 SEPTEMBER 2015**

Background Papers, if any, are specified at the end of the Report

APPOINTMENT OF INTERIM DIRECTOR OF SERVICES

Contact Officer: Bob Smith (01895 837258)

RECOMMENDATION

It is recommended that Full Council approve the appointment of Anita Cacchioli as Interim Director of Services.

1. Following the appointment of Bob Smith to the role of Acting Chief Executive from 1 July 2015, Personnel Committee met and advised the JAIC on how the succession should be handled for the Interim Director of Services role.
 2. An Appointments Panel was formed comprised of Councillors I A Darby (CDC), R Bagge (SBDC), C M Jones (CDC), W Matthews (SBDC), P M Jones (CDC) and A Walters (SBDC).
 4. The panel met on 27 August 2015 and the notes are attached as an **Appendix**. A recommendation was made to appoint Anita Cacchioli to the role.
 5. The next stage in the process was that, in accordance with the Council's Statutory Orders, Cabinet Members were given the opportunity to object to the proposed appointment. No objections were received.
 6. The Council must now make the final decision (and a similar report is being considered at Chiltern District Council).
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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

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