

Joint Appointment Panel

Agenda

Date

Friday 28 September 2018

Time

8.00 am

Members of the Joint Appointment Panel

Broadland District Council

Mr G Peck
Mr A J Proctor
Mr S Riley
Mr S A Vincent

South Norfolk Council

Mr J Fuller
Dr C Kemp
Mr T Lewis
Ms K Mason-Billig

Place

Council Chamber
Thorpe Lodge
1 Yarmouth Road
Thorpe St Andrew
Norwich

Contact

James Overy tel (01603) 430540

Broadland District
Council
Thorpe Lodge
1 Yarmouth Road
Thorpe St Andrew
Norwich NR7 0DU

E-mail: james.overy@broadland.gov.uk



@BDCDemServices

If any Member wishes to clarify details relating to any matter on the agenda they are requested to contact the relevant Head of Service

The Openness of Local Government Bodies Regulations 2014

Under the above Regulations, any person may take photographs, film and audio-record the proceedings and report on all public meetings. If you do not wish to be filmed / recorded, please notify an officer prior to the start of the meeting. The Council has a protocol, a copy of which will be displayed outside of each meeting room and is available on request.

**The Chairman will ask if anyone wishes to
film / record this meeting**

A G E N D A

Page No

- | | | |
|----------|---|----------|
| 1 | Appointment of Chairman | |
| 2 | To receive declarations of interest | |
| 3 | Apologies for absence | |
| 4 | <u>To endorse and accept the Panel's Terms of Reference</u> | 3 |
| 5 | To endorse actions taken at the informal meetings of the Panel held on 3, 11 and 27 September 2018 | |
| 6 | Exclusion of the press and public

The Chairman will move that the press and public be excluded from the meeting for the remaining business because otherwise, information which is exempt information by virtue of Paragraph 1 and 2 of Part I of Schedule 12A of the Local Government Act 1972, as amended by The Local Government (Access to Information) (Variation) Order 2006, would be disclosed to them. | |
| 7 | Joint Managing Director Interviews | |

Joint Appointment Panel Terms of Reference

- (1) A panel, to be known as the Joint Appointment Panel, is formally established and takes ownership of the recruitment process for the Joint Managing Director.
- (2) Attendance at meetings held by the Panel are an approved duty for the purposes of the respective Councils' Members' Allowances Scheme.
- (3) Broadland District Council shall appoint four Members to the Panel, with political representation applied 3 Conservatives: 1 Liberal Democrat (with substitutes).
- (4) South Norfolk Council shall appoint four Members to the Panel, with political representation applied 3 Conservatives: 1 Liberal Democrat (with substitutes).
- (5) The meeting will appoint its own Chairman, who will not have a casting vote and who shall not be either Councils' Leader.
- (6) Any recommendation by the Panel for the appointment of the Joint Managing Director requires a clear majority from each Council.
- (7) In the event that any decisions are required outside of the remit of the Joint Appointment Panel, then any such matters be delegated to the respective Chief Executives in consultation with the respective Group Leaders.
- (8) The Panel will be authorised to agree statements specifying the job description and person specification of the Joint Managing Director post (Head of Paid Service for both Councils) and be responsible for all matters relating to the recruitment process.