

# Joint Appointment Panel

## Agenda

### *Members of the Joint Appointment Panel*

#### **Broadland District Council**

Mr S N Clancy (VC)  
Mr J J Emsell (C)  
Mrs T M Mancini-Boyle  
Mr S Riley

#### **Substitutes**

#### **Conservative**

Mrs L H Hempsall  
Mrs J Leggett  
Mr G Peck

#### **Liberal Democrat**

Vacancy

#### **South Norfolk Council**

Ms V Clifford-Jackson  
Mr A Dearnley  
Mr J Fuller  
Mrs K Mason Billig

#### **Substitutes**

#### **Conservative**

Mr G Minshull  
Two vacancies

#### **Liberal Democrat**

Vacancy

### *Date*

Thursday 11 July 2019

### *Time*

8.00 am

### *Place*

Trafford Room  
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](mailto:james.overy@broadland.gov.uk)



@BDCDemServices

### **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 To receive declarations of interest**

**2 Apologies for absence**

**3 [Minutes of meetings held on 25, 26 and 28 March 2019](#)**

**3 – 7**

**4 Matters arising therefrom (if any)**

**5 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 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.

**6 Senior Management Interviews**

To interview candidates for the joint management structure.

**Please Note: In the event that the Panel has not completed its business by 1.00 pm, at the discretion of the Chairman the meeting will adjourn for 30 minutes.**

Trevor Holden  
Managing Director

## **Minutes of a meeting of the Joint Appointment Panel held at South Norfolk House, Long Stratton on Monday 25 March 2019 at 12.30pm**

**Members Present:** Dr C Kemp, Mr T Lewis, Ms K Mason Billig, Mrs T Mancini-Boyle, Mr G Peck, Mr S Riley and Mr S Vincent

**Apologies:** Mr J Fuller

**Substitute Member:** Mr M Edney (for Cllr J Fuller)

**Also Present:** Mr T Holden - The Managing Director and Mr B Cox – Penna were in attendance for the duration of the meeting. The Democratic Services Team Leader (CW) was in attendance for part of the meeting.

### **1 APPOINTMENT OF CHAIRMAN**

After calling for nominations, it was:

#### **RESOLVED**

to appoint Ms K Mason Billig as Chairman of the Panel, for the duration of the meeting.

### **2 EXCLUSION OF THE PRESS AND PUBLIC**

#### **RESOLVED**

to exclude the press and public from the meeting for the remaining business because otherwise, information which was 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.

### 3 SENIOR MANAGEMENT INTERVIEWS

The Panel conducted interviews for positions in the joint management structure for Broadland and South Norfolk Councils.

Members, having conducted a robust and thorough assessment of the candidates, then deliberated.

It was **RESOLVED** that:

1. Mr P Courtier be appointed as Director of Place, subject to the five-day objection period by members of both Cabinets and ratification at both Council meetings on 23 April 2019 (South Norfolk Council) and 25 April 2019 (Broadland District Council).
2. The Panel continues to interview candidates for the Assistant Director positions, at its meetings to be held Tuesday 26 March and Thursday 28 March 2019.

*The meeting closed at 4.10 pm*

---

Chairman

**Minutes of a meeting of the Joint Appointment Panel held at  
Broadland District Council on Tuesday 26 March 2019 at 12.30 pm**

**Members Present:** Mr M Edney, Dr C Kemp, Mr T Lewis, Ms K Mason Billig  
Mrs T Mancini-Boyle, Mr G Peck, Mr S Riley and Mr S A Vincent

**Also Present:** Managing Director and Mr B Cox (Penna Consulting PLC) and  
for part of the meeting the Committee Officer (JO).

**1 APPOINTMENT OF CHAIRMAN**

After calling for nominations it was:

**RESOLVED**

to appoint Ms K Mason Billig Chairman of the Panel for the duration of the meeting .

*Ms Mason Billig in the Chair.*

**2 APOLOGY FOR ABSENCE**

An apology for absence was received from Mr Fuller.

**2 EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED**

to exclude the press and public from the meeting for the remaining business because otherwise, information which was exempt information by virtue of Paragraphs 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.

**3 SENIOR MANAGEMENT INTERVIEWS**

The Panel undertook interviews for Assistant Director posts.

Having conducted a thorough assessment of the candidates, it was;

**RESOLVED**

That the Panel continues to interview candidates for the Assistant Director positions at its meeting to be held on Thursday 28 March 2019.

*The meeting closed at 5.15 pm.*

**Minutes of a meeting of the Joint Appointment Panel held at  
Broadland District Council on Thursday 28 March 2019 at 12.30 pm**

**Members Present:** Mr M Edney, Dr C Kemp, Mr T Lewis, Ms K Mason Billig  
Mrs T Mancini-Boyle, Mr G Peck, Mr S Riley and Mr S A Vincent

**Also Present:** The Managing Director and Mr A Hopkin (Penna Consulting  
PLC) and for part of the meeting the Committee Officer (JO).

**1 APPOINTMENT OF CHAIRMAN**

After calling for nominations it was:

**RESOLVED**

to appoint Ms K Mason Billig Chairman of the Panel for the duration of the meeting .

*Ms Mason Billig in the Chair.*

**2 APOLOGY FOR ABSENCE**

An apology for absence was received from Mr Fuller.

**3 MINUTES**

The Minutes of the meeting held on 15 March 2019 were confirmed as a correct record and signed by the Chairman.

**4 EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED**

to exclude the press and public from the meeting for the remaining business because otherwise, information which was exempt information by virtue of Paragraphs 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.

**5 SENIOR MANAGEMENT INTERVIEWS**

The Panel undertook interviews for Assistant Director posts.

Having conducted a thorough assessment of the candidates, it was;

**RESOLVED** that:

- (1) Mr Hamish Melville be appointed as Assistant Director Economic Growth;
- (2) Mrs Emma Hodds be appointed Assistant Director Governance and Business Support;

- (3) Mr Mike Pursehouse be appointed Assistant Director Individuals and Families;
- (4) Mr Stephen Fennell be appointed Assistant Director Consultancy Team;
- (5) Ms Hannah Ralph be appointed Assistant Director Chief of Staff; and
- (6) that the above appointments be subject to a five day objection period by Members of both Cabinets.

*The meeting closed at 5.20 pm.*

Draft