



# **CHIEF OFFICER APPOINTMENTS PANEL**

**(LICENSING AND GENERAL PURPOSES)**

**MONDAY 1 NOVEMBER 2004  
12.00 Noon**

**COMMITTEE ROOM 4  
HARROW CIVIC CENTRE**

**MEMBERSHIP (Quorum 3)**

**Chair: Councillor (none)**

**Councillors:**

**Margaret Davine  
N Shah**

**Jean Lammiman  
Mrs Joyce Nickolay**

**Miss Lyne**

**Issued by the Committee Services Section,  
Law and Administration Division**

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***NOTE FOR THOSE ATTENDING THE MEETING:*  
*IF YOU WISH TO DISPOSE OF THIS AGENDA, PLEASE LEAVE IT BEHIND AFTER THE MEETING.  
IT WILL BE COLLECTED FOR RECYCLING.***

**HARROW COUNCIL**

**CHIEF OFFICER APPOINTMENTS PANEL (Licensing and General Purposes)**

**MONDAY 1 NOVEMBER 2004 AT 12.00 Noon**

**AGENDA - PART I**

1. **Chair of the Panel/Chair for the Meeting:**

A Chair of the Chief Officer Appointments Panel for the Municipal Year 2004/05 was duly appointed by the Licensing and General Purposes Committee at its special meeting on 17 May 2004, under the provisions of Committee Procedure Rule 7.2: the appointed Chair is Councillor Foulds, then the Leader of the Council.

In accordance with the formula membership for the Panel there is a nominee Member in attendance at the meeting in place of Councillor Foulds. In the absence of the Chair for the Municipal Year, it is necessary to appoint a Chair for this meeting.

**FOR DECISION**

2. **Arrangement of Agenda:**

To consider whether the items appearing in Part II of the agenda should be considered with the press and public excluded on the grounds that it is thought likely, in view of the nature of the business to be transacted, that there would be disclosure of confidential information in breach of an obligation of confidence or of exempt information as defined in the Local Government (Access to Information) Act 1985.

3. **Membership:**

To note under the provisions of the formula membership the attendance of the following nominees:

Original Member

Councillor D.Ashton  
Councillor Foulds  
Councillor C.Mote

Nominee Member Attending

Councillor Joyce Nickolay  
Councillor Margaret Davine  
Councillor Jean Lammiman

**FOR INFORMATION**

4. **Declarations of Interest:**

To receive declarations of personal or prejudicial interests, arising from business to be transacted at this meeting, from all Members present.

5. **Minutes:** (Pages 1 - 4)  
of the previous meeting of the Chief Officer Appointments Panel
- (1) held on 20 August and 15 September 2004, having been circulated, to be signed as correct records (these Minutes are attached for ease of reference);
- (2) held on 1 and 27 October 2004 to be deferred until printed into the next Council Minute Volume.

## **AGENDA - PART II**

6. **Appointment of Director of Community Care Services:**  
Upon interview of three short-listed candidates to consider making an appointment to the post of Director of Community Care Services (People First Directorate).

## **FOR CONSIDERATION**

Enc. [Note: A timetable and supporting documentation for this meeting's proceedings is attached].

[Proposed Officer Attendance at this Meeting:  
Jill Rothwell – Executive Director (Organisational Development)].

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**CHIEF OFFICER APPOINTMENTS PANEL**

**20 AUGUST 2004**

- Chair: \* Councillor N Shah (see Minute 18)
- Councillors: \* Margaret Davine (2) \* Miss Lyne  
 \* Knowles (1) \* Vina Mithani (3)
- Advisers: \* Mr R Kumar \* Mrs Jo Price

\* Denotes Member present  
 (1), (2) and (3) Denote Nominee substitutes (see Minute 20 below).

[Note: The Advisers are members of the Spire Community Homes (Shadow) Board (the ALMO) in attendance for the purposes of the interviewing of candidates for the officer post referred to at Minute 23 below].

**PART I - RECOMMENDATIONS - NIL**

**PART II - MINUTES**

18. **Chair of the Panel/Chair for the Meeting:**  
 The appointed Chair for the Municipal Year 2004/05, Councillor Foulds, having appointed a nominee substitute to attend this meeting in his place, it was necessary to agree a Chair for the meeting.  
 Councillor N Shah having been duly nominated and seconded, it was  
**RESOLVED:** That Councillor N Shah be appointed Chair of the Panel for the purposes of this meeting.
19. **Arrangement of Agenda:**  
**RESOLVED:** That the item appearing in Part II of the agenda (Minute 23 refers) be considered with the press and public excluded on the grounds that it contained confidential information which was exempt under the provisions of paragraph 1 of Part I to Schedule 12A of the Local Government Act 1972, in that it related to applicants to become an office holder.
20. **Membership:**  
**RESOLVED:** That the attendance of Nominee Members at this meeting, further to the formula membership of the Panel, be noted as follows:-
- | <u>Original Member</u> | <u>Nominee Member Attending</u> |
|------------------------|---------------------------------|
| Councillor D Ashton    | Councillor Knowles              |
| Councillor Foulds      | Councillor Margaret Davine      |
| Councillor C Mote      | Councillor Vina Mithani         |
21. **Declarations of Interest:**  
 The following declarations of interest were made:-  
 Councillors Knowles, Miss Lyne and Vina Mithani each declared an interest by virtue of their membership of the ALMO Shadow Board, which was not prejudicial by virtue of their appointment to that body as representatives of the Authority and the dispensation provided in paragraph 12.2 (c) of the Code of Conduct for Councillors.  
**RESOLVED:** That the declarations of interest be noted.
22. **Minutes:**  
**RESOLVED:** That the minutes of the Chief Officer Appointments Panel meetings held on 1 July, 16 July and 23 July 2004, having been printed into the Council Minute Volume, be signed as correct records.

23. **Appointment of ALMO Managing Director:**  
The Panel having interviewed three short-listed external candidates for the post of Managing Director of the Arms Length Management Organisation (ALMO) (Spire Community Homes), it was

**RESOLVED:** That (1) no appointment be made at this time to the post of ALMO Managing Director;

(2) the relevant Chief Officers be requested to consider appropriate measures for reviewing the recruitment process to secure an appointment to the ALMO Managing Director post.

(Note: The meeting having commenced at 9.00 am, closed at 4.30 pm)

(Signed) COUNCILLOR NAVIN SHAH  
Chair

## CHIEF OFFICER APPOINTMENTS PANEL

15 SEPTEMBER 2004

Chair: \* Councillor N Shah (See Minute 24 below)

Councillors: Miss Bednell (1) \* C Mote  
\* Miss Lyne \* Stephenson (2)

\* Denotes Member present  
(1) and (2) Denote Nominee substitutes (see Minute 26 below).

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**

24. **Chair of the Panel/Chair for the Meeting:**  
The appointed Chair for the Municipal Year 2004/05, Councillor Foulds having appointed a nominee substitute to attend this meeting in his place, it was necessary to agree a Chair for the meeting.  
Councillor N Shah having been duly nominated and seconded, it was  
**RESOLVED:** That Councillor N Shah be appointed Chair of the Panel for the purposes of this meeting.
25. **Arrangement of Agenda:**  
**RESOLVED:** That the items appearing in Part II of the agenda (Minutes 29 and 30 refer) be considered with the press and public excluded on the grounds that they contained confidential information which was exempt under the provisions of paragraph 1 of Part I to Schedule 12A of the Local Government Act 1972, in that it related to applicants to become an office holder and to particular employees of the Authority.
26. **Membership:**  
**RESOLVED:** That the attendance of Nominee Members at this meeting, further to the formula membership of the Panel, be noted as follows:-
- | <u>Original Member</u>                   | <u>Nominee Member</u>   |
|--|---|
| Councillor D Ashton<br>Councillor Foulds | Councillor Miss Bednell (unable to attend)<br>Councillor Stephenson |
27. **Declarations of Interest:**  
**RESOLVED:** That it be noted that there were no declarations of interest by Members in relation to the business on the agenda for this Panel meeting.
28. **Minutes:**  
**RESOLVED:** That the minutes of the Chief Officer Appointments Panel meeting held on 20 August 2004, be deferred until printed into the Council Minute Volume.
29. **Appointment of Executive Director (People First):**  
The Panel having interviewed two short-listed external candidates for the post of Executive Director (People First), it was  
**RESOLVED:** That Miss Lorraine O'Reilly, Director, Education and Lifelong Learning, Southend Borough Council be appointed to the post of Executive Director (People First) at the London Borough of Harrow with effect from a date to be determined and in accordance with the terms and conditions governing Chief Officer posts.
30. **Chief Officer Salary Scales:**  
The salary scales for Executive Director and Director posts had been agreed in October 2002 and March 2003.  
The Chief Executive reported on the review which had been sought as to the levels at which the Directors of Strategy were being appointed and in the context of relative differentials to the salaries agreed for Group Manager plus roles under the Middle Management Review. A comparison was drawn with current market rates for Executive Director and Director level posts in other authorities. The successful

recruitment to the Executive Director (People First) post was likely to require that the market rate be matched.

**RESOLVED:** (1) That the revised salary levels for the Directors of Strategy, Directors of Professional Services and Area Directors and for Executive Directors be approved as set out in Appendix 1 to the Chief Executive's report and to incorporate the Chief Officer pay award;

(2) that the new scales be implemented with effect from 1 July 2004 and the assimilation of current postholders onto the new scales be made on the basis proposed;

(3) that the additional cost in the current year be met from departmental budgets and the inflation allowed to accommodate the pay award;

(4) that it be recorded that the Panel's agreement to the salary levels in (1) above had been necessary to enable an appointment to be made to the post of Executive Director (People First) but it be noted that Members had approved this reluctantly;

(5) that, further to (4), the Chief Executive be requested to prepare a report to Cabinet on the establishment of a Remuneration Panel, with terms of reference to recommend to Cabinet or the Council, as appropriate, issues pertaining to Members' Allowances and Chief Officer Salaries such that these decisions would be an integral part of the Council's budget-making process.

[Note: Councillor Miss Lyne wished to be recorded as having voted against the decision at (1) above and Councillor C Mote wished to be recorded as having abstained].

(Note: The meeting having commenced at 1.15 pm, closed at 5.10 pm)

(Signed) COUNCILLOR NAVIN SHAH  
Chair