



CHIEF OFFICERS' EMPLOYMENT PANEL

(LICENSING AND GENERAL PURPOSES)

**THURSDAY 29 JANUARY 2009
10.15 AM**

**COMMITTEE ROOM 5,
HARROW CIVIC CENTRE**

MEMBERSHIP (Quorum 3)

Chair: Councillor David Ashton

Councillors:

Susan Hall

**Bill Stephenson
Phillip O'Dell**

Christopher Noyce

**Issued by the Democratic Services Section,
Legal and Governance Services Department**

**Contact: Pauline Ferris, Senior Professional - Democratic Services
Tel: 020 8424 1269 E-mail: pauline.ferris@harrow.gov.uk**

***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 OFFICERS' EMPLOYMENT PANEL (Licensing and General Purposes)

THURSDAY 29 JANUARY 2009 AT 10.15 AM

AGENDA - PART I

1. **Membership:**

To note under the provisions of the formula membership the attendance of any duly appointed nominees.

FOR INFORMATION

2. **Declarations of Interest:**

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

3. **Minutes:** (Pages 1 - 2)

That the minutes of the meeting of the Chief Officer Employment Panel held on 6th November 2008 be taken as read and signed as correct records.

4. **Exclusion of the Press and Public:**

To resolve that the press and public be excluded from the meeting for item 5, on the grounds that it involves the likely disclosure of confidential information under paragraph 1 (Relating to any Individual) of Part I of Schedule 12A to the Local Government Act 1972.

AGENDA - PART II

5. **Appointment of Corporate Director Community & Environment:**

Upon interview of short-listed candidates to consider making an appointment to the post of Corporate Director Community & Environment. (Detailed supporting documentation for this meeting's proceedings will be circulated under separate cover)

FOR CONSIDERATION

CHIEF OFFICERS' EMPLOYMENT PANEL

6 NOVEMBER 2008

Chairman: * Councillor David Ashton

Councillors: * Susan Hall * Phillip O'Dell
 * Christopher Noyce * Bill Stephenson

* Denotes Member present

PART I - RECOMMENDATIONS -- NIL

PART II - MINUTES

30. **Chairman of the Panel:**

RESOLVED: To note the appointment at the Special meeting of the Licensing and General Purposes Committee on 12 May 2008, under the provisions of Committee Procedure Rule 7.2, of Councillor David Ashton as Chairman for the Municipal Year 2008/09.

31. **Arrangement of Agenda:**

RESOLVED: That all items be considered with the press and public present with the exception of the following item for the reasons set out below:

<u>Item</u>	<u>Reason</u>
6. Appointments to Chief Officer Posts	This item was considered to contain exempt information under paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) in that it contained information relating to individuals.

32. **Membership:**

RESOLVED: To note that there were no Reserve Members in attendance at this meeting.

33. **Declarations of Interest:**

RESOLVED: To note that there were no declarations of interests made by Members in relation to the business transacted at this meeting.

34. **Minutes:**

RESOLVED: That the minutes of the meeting held on 30 April 2008, be taken as read and signed as a correct record.

35. **Appointments to Chief Officer Posts:**

Further to the refinement to the functional responsibilities of the senior management structure agreed by the Cabinet held on 23 October 2008, the Panel considered a report of the Divisional Director of Human Resources, which outlined proposals in relation to that structure.

The Panel noted that the transfer of certain responsibilities currently contained within the existing post of Corporate Director, Community & Environment had resulted in the need to delete that post in its current form.

The Divisional Director of Human Resources then submitted draft job descriptions for proposed new Corporate Director posts of Community & Environment and Place Shaping, to be contained in the new structure and the recruitment process that would be undertaken in relation to these. He further reminded Members of the Council's practice of ensuring that all Appointments Panels reflected full diversity whenever achievable.

RESOLVED: That (1) the job descriptions for the new chief officer posts of Corporate Director Place Shaping and Corporate Director Community & Environment be approved;

(2) the appointment of the current Corporate Director Community & Environment to the new chief officer post of Corporate Director Place Shaping be agreed;

(3) a recruitment exercise be commenced for appointment to the vacant chief officer post of Corporate Director Community & Environment;

(4) the Chief Executive be authorised to make such further minor changes to the job descriptions of chief officer posts as are necessary to complete recruitment to the senior management structure, such changes to be advised to Panel.

(Note: The meeting having commenced at 5.45 pm, closed at 6.03 pm)

(Signed) COUNCILLOR DAVID ASHTON
Chairman