

## Appointments Committee

MINUTES of the OPEN section of the Appointments Committee held on Wednesday 6 October 2021 at 9.00 am at Online/virtual

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**PRESENT:** Councillor Kieron Williams (Chair)  
Councillor Jasmine Ali  
Councillor Evelyn Akoto  
Councillor Stephanie Cryan  
Councillor Helen Dennis  
Councillor Rebecca Lury  
Councillor Hamish McCallum

**OFFICER SUPPORT:** Doreen Forrester-Brown, Director of Law and Governance  
Melanie Medley, Director of Employee Experience  
Andrea Bradley, HR  
Stephen Parker, HR  
Virginia Wynn-Jones, Constitutional team

### 1. APOLOGIES

There were none.

### 2. CONFIRMATION OF VOTING MEMBERS

The members present were confirmed as the voting members.

### 3. NOTIFICATION OF ANY ITEMS OF BUSINESS WHICH THE CHAIR DEEMS URGENT

There was none.

### 4. DISCLOSURE OF INTERESTS AND DISPENSATIONS

There were none.

**5. MINUTES**

There were none.

**6. APPOINTMENT OF THE HEAD OF PAID SERVICE: PROCEDURAL REQUIREMENTS**

**RESOLVED:**

1. That the appointments committee noted the procedure for taking decisions relating to the appointment of the Head of Paid Service.
2. That the appointments committee considered the level of engagement they see appropriate for the appointment process prior to interview stage.
3. That the appointments committee noted all steps relating to the selection and appointment of the recruitment consultants.

**7. ROLE DESCRIPTION AND PERSON SPECIFICATION FOR HEAD OF PAID SERVICE (CHIEF EXECUTIVE)**

**RESOLVED:**

1. That the appointment committee noted the content of the role description and person specification (Appendix 1 of the report) prepared by the Human Resources Team for recruitment of the Head of Paid Service (Chief Executive).

Meeting ended at 10.00 am

**CHAIR:**

**DATED:**