

## **BOROUGH OF REIGATE AND BANSTEAD**

### **EMPLOYMENT COMMITTEE**

Minutes of a meeting of the Employment Committee held at the Executive Meeting Room - Town Hall, Reigate on 5 December 2018 at 6.00 pm.

Present: Councillor J. E. Durrant (Chairman) Councillors J. M. Ellacott, M. A. Brunt, M. S. Blacker and R. Harper.

Also present: Councillors T. Schofield.

#### **20. MINUTES**

**RESOLVED** that the Minutes of the meeting held on 29 August 2018 be approved as a correct record and signed.

#### **21. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies for absence were received from Councillor N Harrison, who was substituted by Councillor R Harper.

Apologies for lateness were received from Councillor M.A. Brunt.

#### **22. DECLARATIONS OF INTEREST**

None.

#### **23. ANY OTHER URGENT BUSINESS**

None.

#### **24. EXEMPT BUSINESS**

**RESOLVED** that members of the Press and public be excluded from the meeting for the following items of business under Section 100A(4) of the Local Government Act 1972 on the grounds that:

(i) it involved the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A of the Act; and

(ii) the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

#### **25. APPOINTMENT OF HEAD OF LEGAL AND GOVERNANCE (MONITORING OFFICER)**

The Committee interviewed the remaining candidate who had been short listed for interview for the post of Head of Legal and Governance (Monitoring Officer).

It was noted that the appointment of Head of Legal and Governance was the responsibility of the Chief Executive and that the Committee's remit was to consider if the candidate was suitable to be appointed as Monitoring Officer.

The short listing process undertaken during the Assessment Day had involved a technical exercise and presentation of findings; informal meeting with Heads of Service and direct reports; technical interviews and an informal meeting with the Directors and Portfolio Holder, Councillor T. Schofield.

Penna Consultancy had supported the recruitment process leading up to the Assessment Day. The Chief Executive, Head of Finance and Organisation; Interim Head of Legal and Governance and Human Resources Business Partner attended the meeting to support the Committee.

Councillor T Schofield also attended the meeting, under Procedure Rule 4.19.1.

During the interview process the remaining candidate was asked a set of predetermined questions. Following which the candidate was also given the opportunity to ask questions and to discuss the appointment package.

Following the interview, the Committee debated the merits of the candidate, based upon the written information before them and the outcomes of the formal interview process.

Upon a vote, it was then accordingly

**RECOMMENDED that Caroline Waterworth be appointed Monitoring Officer with effect from her commencement of employment at the Council.**

The Meeting closed at 8.20 p.m.