

**BOROUGH OF REIGATE AND BANSTEAD**

**EMPLOYMENT COMMITTEE**

Minutes of a meeting of the Employment Committee held at the Town Hall, Reigate on Thursday 11 May 2017 at 9.30 am.

Present: Councillors: Mrs R. Renton (Chairman); M Brunt, J Ellacott, Mrs R. Mill and M Selby\*

Also present: Councillors V Broad, Dr. L Hack and T Schofield  
Mr Anthony Hopkin, Penna Consultant

*Note: \*Councillor Selby left the meeting before the arrival of the second candidate and was not present for the vote.  
Councillors Broad, Dr. Hack and Schofield also left the meeting before the vote on item 6.*

8. **MINUTES**

**RESOLVED** that the Minutes of the meeting held on 23 March 2017 be approved as a correct record and signed.

9. **APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies for absence were received from Councillor Mrs J Bray, who was substituted by Councillor M Selby.

10. **DECLARATIONS OF INTEREST**

None.

11. **ANY OTHER URGENT BUSINESS**

None.

12. **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.

13. **APPOINTMENT OF HEAD OF FINANCE**

The Committee interviewed the candidates who had been short listed for interview for the post of Head of Finance.

The short listing process undertaken previously had involved an informal meeting with prospective candidates, following which the short list had been drawn up, based upon the job specification.

Members were supported by Penna Consultancy throughout the appointment process. Mr Anthony Hopkin, Penna Consultant, attended the meeting to support the Committee, together with the Chief Executive, Head of People and Communities and Human Resources Business Partner.

Councillors Broad, Dr. Hack and Schofield also attended the meeting, under Standing Order 4.19.1.

During the interview process candidates were asked a set of predetermined questions and invited to make a presentation.

Candidates were also given the opportunity to ask questions and to discuss the appointment package.

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

Upon a vote, it was then accordingly

**RECOMMENDED that Jocelyn CONVEY be appointed Head of Finance and Section 151 officer.**

The meeting closed at 3.30 pm