

**MINUTES  
OF THE MEETING OF THE  
CABINET  
TUESDAY 24 MAY 2011**

Held At 7.00pm In The Council Chamber, Civic Centre, Pavilion Road, West Bridgford

**PRESENT:**

Councillors J N Clarke (Chairman), J A Cranswick, D G Bell and Councillor Mrs D J Mason

**ALSO IN ATTENDANCE:**

Councillors S J Boote, Mrs D Boote, and A MacInnes.

**OFFICERS PRESENT:**

C Bullett	Deputy Chief Executive (CB)
S Griffiths	Deputy Chief Executive (SG)
P Randle	Deputy Chief Executive (PR)
N Morton	Head of Financial Services
D Swaine	Head of Corporate Services

**APOLOGY FOR ABSENCE:**

Councillor Mrs Jean Smith

**62. Declarations of Interest**

There were none declared.

**63. Minutes**

The minutes of the meeting held on Tuesday 8 February were approved as a correct record and signed by the Chairman.

**64. Four Year Service Review Programme – Terms of Reference**

Councillor Clarke presented the report of the Head of Partnerships and Performance setting out proposals to establish two Cabinet Member Groups to oversee and scrutinise the service review of Environment and Waste Management's Streetwise, recycling2go, medical waste and bulky waste services and Community Shaping's community facilities management and sports development services. He explained that paragraph six within the report set out proposed terms of reference for the two Member Groups.

Councillor Clarke went on to state that the work of these Member Groups would be significant and would support delivery of the agreed four year plan. He added that it was proposed the Groups would be chaired by a Cabinet Member and would comprise of nine Councillors based on the political representation of the Council.

With regard to the work of the Community Facilities Review Member Group Councillor Clarke clarified its scope adding that it was important to recognise the distinction of its work from that of the Leisure Strategy Member Panel.

Councillor Mason stated that she supported the proposals within the report and added that the work of both Groups was essential to delivery of the agreed four year plan. She added that the Groups' terms of reference would help to ensure a focused approach in line with the agreed budget framework and consistent with the principles of business cost reduction, income generation and maximisation and service redesign.

In conclusion Councillor Clarke stated that the terms of reference for the Member Groups highlighted the significant challenges facing the Council and the importance of a planned and considered approach. He added that during the next year there was significant work to be done in order to meet these challenges and therefore the work and role of the Member Groups was essential.

RESOLVED that:

- a) Cabinet Member Groups be appointed with the terms of reference, composition and membership as set out in the report and;
- b) the Head of Corporate Services be requested to seek nominations to the Groups and arrange the first meeting for each.

#### **65. Officer Employment Procedure Rules – Referral from Council**

Councillor Clarke presented the report of the Chief Executive setting out the revised Officer Employment Procedure Rules referred to Cabinet by Council for reconsideration. He explained that when Council had considered these rules in March 2011 clarification was sought regarding paragraph two that related to the recruitment process for the posts of Chief Executive and Deputy Chief Executives.

Councillor Clarke stated it was recognised that paragraph two was unclear and therefore an amendment to it was proposed. He added that it was important to ensure that flexibility was retained in respect of the recruitment process for Chief Executives and Deputies, however it was also important to ensure the wording of paragraph two was clear.

Councillor Cranswick outlined an amended paragraph two, which had been circulated. He stated that this amendment to the rules would ensure that the Council was able to determine if external recruitment, or recruitment from internal candidates, was the most suitable when making an appointment for the posts of the Chief Executive or Deputy Chief Executives. Furthermore this approach would help to ensure that the Council was able to maintain flexibility in the recruitment to such posts. Commenting further Councillor Cranswick stated that this could negate the requirement for expensive external advertising if Council deemed internal recruitment was most appropriate.

Councillor Bell stated that he supported the amendment and added that it was important to retain flexibility but ensure the rules were clear. Councillor Clarke concurred with this stating that a flexible approach was essential in these challenging times. He added that retaining flexibility was also consistent with how the Council had previously recruited to these posts with both external or internal candidates being appointed over the years.

RESOLVED that :-

Subject to the revision of paragraph two, as set out below, in the Officer Employment Procedure Rules, Cabinet recommends the rules to Council for approval.

## **2. Recruitment of Head of Paid Service and Deputy Chief Executives**

Where the Council proposes to appoint a Chief Executive or Deputy Chief Executive it should determine the scope of intended applicants, and whether the stated post(s) should be advertised internally, externally or both.

In all cases, the Council will:

- (a) draw up a statement specifying:
  - (i) the duties of the officer concerned; and
  - (ii) any qualifications or qualities to be sought in the person to be appointed;
- (b) make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it; and
- (c) make arrangements for a copy of the statement mentioned in paragraph (a) to be sent to any person on request.

The meeting closed at 7.10 pm

CHAIRMAN