

**MINUTES OF THE SPECIAL MEETING OF THE SOUTH HAMS DISTRICT  
COUNCIL HELD AT FOLLATON HOUSE, TOTNES ON THURSDAY 29 JULY 2010**

**MEMBERS**

∅ Cllr J H Baverstock – Chairman

\* Cllr R D Gilbert – Vice-Chairman

* Cllr K J Baldry	* Cllr M J Howarth
∅ Cllr A D Barber	* Cllr C W Jones
∅ Cllr N A Barnes	∅ Cllr L P Jones
* Cllr H D Bastone	* Cllr R M Lawrence
* Cllr J I G Blackler	* Cllr I Longrigg
∅ Cllr J Brazil	* Cllr D W May
* Cllr B F Cane	* Cllr D M O'Callaghan
* Cllr B E Carson	* Cllr C M Pannell
* Cllr R J Carter	* Cllr J T Pennington
* Cllr P H Cook	* Cllr S L Rankin
* Cllr S E Cooper	* Cllr R Rowe
∅ Cllr P Coulson	* Cllr M F Saltern
* Cllr R F Croad	∅ Cllr J W Squire
* Cllr G J Fielden	* Cllr R C Steer
* Cllr M Hannaford	* Cllr M Stone
∅ Cllr F J Hawke	* Cllr R J Tucker
* Cllr J D Hawkins	∅ Cllr R J Vint
* Cllr M J Hicks	∅ Cllr A Ward
* Cllr P W Hitchins	* Cllr J A Westacott MBE

\* Denotes attendance

∅ Denotes apology for absence

Officers in attendance and participating:

For all items: Chief Executive, Shared Head of Corporate Services, Head of Human Resources, Member Support Services Manager and Head of Communications.

**37/10 ELECTION OF VICE-CHAIRMAN**

**RESOLVED**

That Cllr B F Cane be declared Vice-Chairman for the duration of this meeting only.

**38/10 MINUTES**

The minutes of the meeting of Council held on 15 July 2010 were confirmed as a correct record and signed by the Chairman.

39/10            **DECLARATIONS OF INTEREST**

Members were invited to declare any interests in the items of business to be considered during the course of the meeting, but none were made.

40/10            **APPOINTMENT OF THE SHARED CHIEF EXECUTIVE**

To consider a report which recommended the appointment of a replacement shared Chief Executive and Head of Paid Service for when the current post holder retired in December 2010.

The Leader proceeded to provide an introduction on the recruitment and selection process which had been undertaken. In his introduction, particular reference was made to:-

- (i) the external support and assistance provided by the Tribal Recruitment Consultants;
- (ii) the costs which had been agreed at previous Council meetings and which were to be shared between the Council and West Devon Borough Council. The Leader felt that the total cost to the Council of the process was reasonable when considering elements such as advertising nationally;
- (iii) the selection process, which had resulted in the 43 applications received being shortlisted to five candidates. The shortlisted candidates proceeded to undertake a rigorous final two day selection process on 20 and 21 July 2010. At the end of the process, the Leader informed that the Appointment Panel was unanimous in its choice of preferred candidate;
- (iv) the localism and Big Society agendas being a major issue for the new Chief Executive. The Appointment Panel was mindful of the need to recruit a highly capable Chief Executive and had therefore been robust and challenging throughout the recruitment and selection process;
- (v) the preferred candidate having been endorsed by West Devon Borough Council Members at an extraordinary meeting on Tuesday, 27 July 2010.

At this point, the Chairman invited Members to raise any questions and issues. In discussion, the following points were raised:-

- The role of the Members who were not on the Appointment Panel was queried. In reply, the Leader stated that shortlisted candidates had each conducted a short presentation to Members. This exercise was intended to enable Members to reach a snapshot view of the candidates and subsequently provide feedback to the Panel. In addition, the exercise provided an opportunity to the candidates to introduce themselves to Members;
- A Member expressed concern that an update (as referred to in the presented agenda report) had not been forthcoming. The Leader responded that the initial intention had been to provide Members with a written update. However, for legal reasons and the wish to protect the identity of the preferred candidate, it was concluded that a further update would not be distributed;

- A Member of the Appointment Panel wished to pay tribute to the team of officers who had been involved in the process. From the offset, it was intended that the process should provide the best possible experience for all shortlisted candidates and feedback gleaned from the candidates had suggested that this objective had been achieved. In addition, Tribal consultants had advised that the support they had received from the team of officers had been excellent.

Once all Members were satisfied that they had no further issues to raise on the report, it was then:-

### **RESOLVED**

That in accordance with Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during consideration of the following item of business as the likely disclosure of exempt information as defined in paragraphs 1 and 2 of Schedule 12A to the Act is involved.

In discussion, reference was made to:-

- (i) the name of the preferred candidate. It was noted that Mr Richard Sheard had been identified as the preferred candidate by the Appointment Panel. Members were advised that Mr Sheard was currently the Deputy Regional Director for the Government Office South West and had previously been the former Chief Executive of Salisbury District Council;
- (ii) the work undertaken by the retiring Chief Executive. Members also wished to pay tribute to the amount of work and progress made on the Shared Services agenda by the retiring Chief Executive;
- (iii) the excellent and professional work of the Appointment Panel throughout the process.

It was then:

### **RESOLVED**

That Mr Richard Sheard be appointed as the new shared Chief Executive of West Devon Borough Council and South Hams District Council.

(NOTE: In accordance with Council Procedure Rule 15.6, Cllr S E Cooper requested that her vote to abstain on the motion be formally recorded).

(Meeting commenced at 10.00 am and concluded at 10.30 am).

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Chairman