

APPOINTMENTS COMMITTEE

11 JUNE 2003

(7.15pm – 8.40pm)

PRESENT: Councillor Andrew Judge (in the Chair); Councillors Tariq Ahmad, Danny Connellan, Ian Munn David Williams

Apologies for absence were submitted from Councillors Margaret Brierly, Andy Coles and Samantha George.

54 DECLARATIONS OF INTEREST (Agenda Item 2)

No declarations were made by Members.

It was noted that because of a possible conflict of interest the Acting Head of Paid Services/Director of Environment, Director of Corporate Resources and Director of customer Services and Development would not be present during consideration of agenda item 5 on new contracts of employment.

55 MINUTES (Agenda Item 3)

RESOLVED: That the Minutes of the meetings held on 15 and 20 May 2003 be signed as correct records.

56 APPOINTMENT OF HEADS OF SERVICE POSTS WITHIN THE NEW APPROVED STRUCTURE (Agenda Item 4)

Job descriptions and person specifications in respect of the post of Head of Legal Services, Heads of Finance in Departments and Head of Information Technology, together with a diagram of the Environmental Services Department showing areas of responsibility under each Head of Service, were circulated at the meeting.

Directors and officers advised the committee on the job description and person specification for each post and indicated which posts would be filled by direct assimilation, by assimilation and assessment, or will be advertised on the open market.

The Director of Customer Services and Development reported

It was clarified that all the posts had been independently job evaluated using the HAY scheme.

RESOLVED: That (1) the person specification and job description for the posts of, Head of Corporate & Strategic Finance, Head of Internal Audit, Risk and Compliance, Head of Planning and Public Protection, Head of Service Development, Head of Regeneration, Head of Information Technology and Heads Finance in Departments, as now submitted be approved;

(2). the person specification and job description for the posts of Head of Community Support Division, Head of Customer/Access & Development Division be approved subject to the rewording of person specification to show that experience is sought of control of substantial budget successful budget management;

(3) the person specification and job description for the posts of Head of Street Management be approved subject to the inclusion of wording regarding the need to ensure effective communication with residents and businesses;

(4) the person specification and job description for the posts of Head of Legal Services be approved subject to the inclusion of wording referring to the new

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11 JUNE 2003

job tasks to be undertaken by the post holder.

57 NEW CONTRACTS OF EMPLOYMENT (Agenda Item 5)

The Principal Corporate Lawyer explained the rationale behind various clauses within the draft contract and he and the Corporate Human Resources Manager responded the Members' questions.

RESOLVED: That the Committee notes the draft contract of employment for JNC Directors, and officers be authorised to finalise the documentation taking account of the need to include wording in clause 3 regarding the satisfactory completion of appraisals, the deletion of '(where appropriate)' from paragraph 5 of schedule 1, and the addition of provisions concerning a right of appeal to Members, subject to a report back to Committee should it be ascertained there are significant financial implications arising from the professional indemnity provisions.