

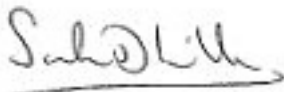
**Appointments Board**

**Appointments Panel**

Members of the **Appointments Board** of **Gravesham Borough Council** are summoned to attend a meeting to be held at the Civic Centre, Gravesend, Kent on **Monday, 1 November 2010 at 7.00 pm** when the business specified in the following agenda is proposed to be transacted.

**Note**

Jennifer McNeil from South East Employers will attend to advise Members on the recruitment process.



S D Kilkie  
Assistant Director Communities

**Agenda**

**Part A**

**Item likely to be considered in Public**

1. Apologies for absence
2. Declarations  
To declare any interests members may have in the items contained on this agenda. When declaring an interest a member must state what their interest is.
3. To consider whether the item in Part A of the agenda should be considered in private.
4. To establish an Appointments Panel.  
The Appointments Panel will comprise five members of the Conservative Group and three members of the Labour Group to undertake the appointment process for Chief Executive to also act as head of Paid Service. The appointment will be endorsed by the full Council.

The Appointments Panel will meet at the conclusion of the Appointments Board.

5. Any other business which by reason of special circumstances the Chairman is of the opinion should be considered as a matter of urgency

6. Exclusion

To move, if required, that pursuant to Section 100A (4) of the Local Government Act 1972 that the public be excluded from any items of business to be included in Part B of the agenda because it is likely in view of the nature of business to be transacted that if members of the public are present during those items, there would be disclosure to them of exempt information as defined in Part 1 of Schedule 12A of the Act.

## **Part B**

### **Item to be considered in private**

7. The Appointments Panel

The Appointment Panel will consider amongst other things

- Job Description
- Person Specification
- Draft Advertisement

The papers for this item will be circulated separately to the 8 members of the Panel.

### **Members**

CLlr Michael Snelling (Chairman)

CLlr David Turner (Vice-Chairman)

Councillors:            John Burden  
                              Colin Caller  
                              Jane Cribbon  
                              John Cubitt  
                              William Dyke  
                              Susan Howes  
                              Diane Marsh  
                              Bryan Sweetland  
                              Adrian Warburton  
                              Andrea Webb