



Democratic Services
White Cliffs Business Park
Dover
Kent CT16 3PJ

Telephone: (01304) 821199
Fax: (01304) 872300
DX: 6312
Minicom: (01304) 820115
Website: www.dover.gov.uk
e-mail: democraticservices@dover.gov.uk

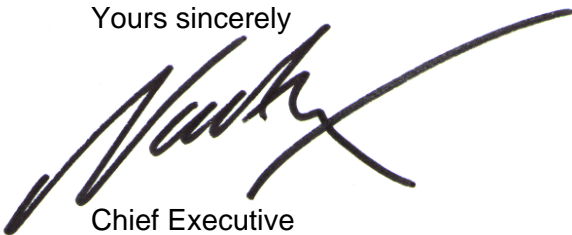
24 May 2011

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a special meeting of the **CABINET** will be held at these Offices (HMS Brave Room) on Thursday 2 June 2011 at 12.30 pm when the following business will be transacted.

Members of the public who require further information are asked to contact Kate Batty-Smith on (01304) 872303 or by e-mail at kate.batty-smith@dover.gov.uk.

Yours sincerely



Chief Executive

Cabinet Membership:

Councillor P A Watkins	Leader of the Council
Councillor S S Chandler	Deputy Leader and Portfolio Holder for Community, Housing and Youth
Councillor N J Collor	Portfolio Holder for Access and Property Management
Councillor M D Conolly	Portfolio Holder for Corporate Resources and Performance
Councillor P G Heath	Portfolio Holder for Health, Well-Being and Public Protection
Councillor N S Kenton	Portfolio Holder for Environment, Waste and Planning
Councillor C J Smith	Portfolio Holder for Skills, Training and External Relations

AGENDA

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**

Members are required to disclose the existence and nature of a personal interest under this item of business or when the interest becomes apparent. An explanation in general terms of the interest should also be given to the meeting. If the interest is also a prejudicial interest, the Member should then withdraw from the room or chamber.

3. **ISSUES ARISING FROM OVERVIEW AND SCRUTINY OR OTHER COMMITTEES**

- Selection and Appointment of a Joint Chief Executive with Shepway District Council (to follow)

To consider any issues arising from Overview and Scrutiny or other Committees not specifically detailed elsewhere on the agenda.

Access to Meetings and Information

- Members of the public are welcome to attend meetings of the Council, its Committees and Sub-Committees. You may remain present throughout them except during the consideration of exempt or confidential information.
- All meetings are held at the Council Offices, Whitfield unless otherwise indicated on the front page of the agenda. There is disabled access via the Council Chamber entrance and a disabled toilet is available in the foyer. In addition, there is a PA system and hearing loop within the Council Chamber.
- Agenda papers are published five clear working days before the meeting. Alternatively, a limited supply of agendas will be available at the meeting, free of charge, and all agendas, reports and minutes can be viewed and downloaded from our website www.dover.gov.uk. Minutes are normally published within five working days of each meeting. All agenda papers and minutes are available for public inspection for a period of six years from the date of the meeting. Basic translations of specific reports and the Minutes are available on request in 12 different languages.
- If you require any further information about the contents of this agenda or your right to gain access to information held by the Council please contact Kate Batty-Smith, Democratic Support Officer, telephone: (01304) 872303 or email: kate.batty-smith@dover.gov.uk for details.

Large print copies of this agenda can be supplied on request.

ISSUES ARISING FROM OVERVIEW AND SCRUTINY OR OTHER COMMITTEES

SELECTION AND APPOINTMENT OF A JOINT CHIEF EXECUTIVE WITH SHEPWAY DISTRICT COUNCIL

Responsibility: Leader of the Council

Report of: Director of Governance and Solicitor to the Council

Decision Route

Joint Implementation Forum	25 May 2011	Note No 2
Simultaneous co-located meeting of DDC/SDC Cabinets	25 May 2011	CAB 15
Scrutiny (Policy and Performance) Committee	31 May 2011	
Special Cabinet	2 June 2011	
Joint Appointments Committee	6 June 2011	
Joint Appointments Committee	6 July 2011	
Special Cabinet and Extraordinary Council	20 July 2011	

Scrutiny (Policy and Performance) Committee Recommendation

The Scrutiny (Policy and Performance) Committee, at its meeting held on 31 May 2011, considered the report of the Director of Governance and Solicitor to the Council, and the recommendations made by the Joint Implementation Forum and Cabinet decision number CAB 15, and made the following recommendation to Cabinet:

That Cabinet be informed that this Committee expresses concern about the removal of the technical interview from the Selection Process and recommends that emotional intelligence should form part of the selection criteria in order to achieve an unbiased benchmark.

Cabinet Decision Number CAB 15 of 25 May 2011

It was agreed that the recommendations made by the Joint Implementation Forum at its meeting held earlier in the day to the Joint Appointments Committee be noted.

Joint Implementation Forum Recommendations of 25 May 2011 to the Joint Appointments Committee

It was agreed:

- (a) That the role description and person specification for the role of joint chief executive officer be amended as follows and recommended to the Joint Appointments Committee:

Selection Process

In paragraph 3.3 third bullet point delete "and technical interview".

Role Description

Performance Management

Second bullet point delete "merged" and insert "shared".

Governance/Statutory Responsibilities

Second bullet point delete "To ensure" and insert "To promote and maintain" and delete "are maintained".

Add further bullet point:

"To promote and maintain the highest standard of corporate governance and corporate responsibility at all times".

- (b) That it be recommended to the Joint Appointments Committee that the basic salary for the role of the joint chief executive officer be £125,000.
- (c) That the revised selection process for the role of the joint chief executive officer be recommended to the Joint Appointments Committee.
- (d) That the consultation process be recommended to the Joint Appointments Committee.