

## **Minutes of the Meeting of the General Services Committee held on 27 June 2016 at 6.00 pm**

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**Present:** Councillors Robert Gledhill (Chair), Colin Churchman, Garry Hague, Roy Jones and Graham Snell

**Apologies:** Councillors John Kent (Vice-Chair) and Barbara Rice

**In attendance:**  
Lyn Carpenter, Chief Executive  
Jackie Hinchliffe, Director of HR, OD & Transformation  
Matthew Boulter, Principal Democratic Services Officer

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Before the start of the Meeting, all present were advised that the meeting may be filmed and was being recorded, with the audio recording to be made available on the Council's website.

### **7. Minutes**

The Minutes of the General Services Committee held on 17 May 2016 were agreed as a correct record.

### **8. Items of Urgent Business**

There were no items of urgent business.

### **9. Declarations of Interests**

There were no declarations of interest.

### **10. Chief Executive Performance Appraisal Procedure**

The Committee learned that the Objectives contained in the Chief Executive's Performance review aligned to five types which included:

- Financial management
- Working with Members of all parties on shared agendas
- Representing Thurrock amongst stakeholders and maximising investment within the borough
- Delivering a resident survey in the autumn
- Effectively managing the senior team

Councillor Hague suggested a further objective be added that addressed the regeneration/ place changing agenda as this was a major aspiration for

Thurrock. The Committee agreed with this suggestion. The Chief Executive will add in a new objective under point 3 above to focus on the Placemaking agenda.

Performance would be reviewed in six months and it was advised that an independent process of review could also be introduced to give Members a diverse and deeper measurement of performance in addition to their own review. It was clarified that this process would not be the same as the recent Peer Review as that did not focus explicitly on the Chief Executive's performance. It was also clarified that measures would now be added to the objectives to allow Members to measure the success of each.

**RESOLVED: That:**

- 1. The objectives presented be agreed.**
- 1. An additional objective be added to address the Council's Placemaking agenda under point 3.**
- 2. An independent review process be put into place to provide a greater depth of review of the Chief Executive's Performance.**

**11. To Agree The Appointment Of The Director Of Commercial Services**

The Committee received a timeline of events leading to the delegation by General Services Committee for the Chief Executive to undertake a recruitment exercise for the part-time Director of Commercial Services. The Committee agreed that the process had been followed and Member views on delegation of the recruitment process, due to time pressures and the purdah periods in April, May and June, were sought. It was clarified that no Member raised an objection to the process being delegated as they were requested to do by the Chief Executive. The Committee was satisfied that the recruitment process was correct and constitutional.

Officers stated that nine applications had been received, three applicants were shortlisted and interviewed as they met the Job Description requirements. The successful candidate stood out against the others for her experience and track record. It was confirmed that the candidate had worked in Thurrock for around five months in a temporary position. The candidate had already delivered income generation and commercial activity for Thurrock Council and would bring private sector experience to the role. The Chief Executive added that whilst she had worked with the candidate at a previous authority, the recruitment process was thorough, robust and all HR processes has been adhered to as the Committee would expect.

Councillor Jones felt that private sector experience was essential for the role while Councillor Churchman felt it was an important role to fill within the Council.

**RESOLVED That Sharon Bayliss be appointed as Director of Commercial Services**

**The meeting finished at 6.31 pm**

Approved as a true and correct record

**CHAIR**

**DATE**

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Democratic Services at [Direct.Democracy@thurrock.gov.uk](mailto:Direct.Democracy@thurrock.gov.uk)**