

# EMPLOYMENT AND APPOINTMENTS SUB-COMMITTEE

Monday, 7 February 2011

Present: Councillors P Davies S Holbrook  
S Foulkes L Rennie  
JE Green

## 1 APPOINTMENT OF CHAIR

On a motion by the Leader of the Council, seconded by Councillor Rennie, it was –

**Resolved – That Councillor Holbrook take the Chair of this Sub-Committee.**

## 2 MEMBERS' CODE OF CONDUCT - DECLARATIONS OF INTEREST

Members of the Committee were requested to declare whether they had an interest, either personal or prejudicial, in the item on this agenda and, if so, to declare it and state the nature of such interest.

No such declarations were made.

## 3 EXEMPT INFORMATION - EXCLUSION OF MEMBERS OF THE PUBLIC

**Resolved - That, under section 100 (A) (4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined by paragraph 1 of Part I of Schedule 12A (as amended) to that Act.**

## 4 APPOINTMENT OF CHIEF EXECUTIVE - PROCESS AND OPTIONS

Further to minute 58 of the Employment and Appointments Committee (27/1/11) and the decision taken to appoint a permanent Chief Executive, the Director of Law, HR and Asset Management submitted a report which sought the Sub-Committee's views on the options for the recruitment and selection process for this appointment.

The Head of Human Resources and Organisational Development introduced the report and set out in appendices to the report, key decisions which the Sub-Committee needed to make including:

- The proposed timetable for recruitment and selection process;
- The use of an external advisor and/or North West Employers (NWE);
- The proposed job description and person specification;
- The advertisement;
- The process for establishing a long list; and,
- The selection process.

The Sub-Committee considered the options in turn and –

**Resolved –**

**(1) That the timetable for the recruitment and selection process be agreed and the Sub-Committee meet for the remaining stages of the selection process on the following dates:**

- **Wednesday 2 March at 5.30pm – Long listing**
- **Monday 14 March at 5.30pm – Short listing**

**with the final selection days being on Wednesday 30 and Thursday 31 March.**

**(2) That two external advisors be used to assist in the selection process.**

**(3) That the proposed job description and person specification be approved.**

**(4) That half page advertisements be placed in the Local Government Chronicle, Municipal Journal and Times / Sunday Times.**

**(5) That the process for establishing a long list be agreed in that –**

- (i) External advisors summarise applications and make recommendations for a long list to the Sub-Committee, and;**
- (ii) The Sub-Committee review and consider all applications and agree a long list;**
- (iii) Following which the long listed candidates are assessed through interviews with the external advisors, managed by the Head of HR and OD.**

**(6) That Members of the Sub-Committee feed in their views to the Head of HR and OD as to what format both selection days should take with this being agreed at a later date.**