

WEST LINDSEY DISTRICT COUNCIL



MINUTES of a meeting of the Chief Officer Employment Committee held in the Ancholme Meeting Room at the Guildhall, Gainsborough on Friday 7 February 2014 commencing at 9.30 am

Present: Councillor Jackie Brockway (Chairman)

Councillor Alan Caine
Councillor Giles McNeill
Councillor Judy Rainsforth
Councillor Lewis Strange
Councillor Jeff Summers

Apologies: Councillor David Cotton (Vice Chairman)

Councillor Reg Shore
Councillor Lesley Rollings
Councillor Tom Regis
Councillor Anne Welburn

Membership: Councillor Lewis Strange substituting for Councillor Tom Regis

Councillor Judy Rainsforth substituting for Councillor Reg Shore

In Attendance:

Manjeet Gill	Chief Executive
Jon Houlihan	HR Consultant – Gatenby Sanderson
Emma Redwood	Team Manager – People and Organisational Development
Katie Coughlan	Governance and Civic Officer

41 MINUTES

(a) Meeting of the Chief Officer Employment Committee - 23 December 2013

RESOLVED that the Minutes of the meeting of the Chief Officer Employment Committee held on 23 December 2013 be confirmed and signed as a correct record.

42 MEMBERS' DECLARATIONS OF INTEREST

All Members declared a non-pecuniary interest in that they knew one of the candidates who had applied for the post of Director of Resources.

All Members declared a non-pecuniary interest in that they knew one of the candidates who had applied for the post of Commercial Director.

Councillor Jackie Brockway declared a non-pecuniary interest in Candidate 48 for the Commercial Post, as she knew the candidate.

43 EXCLUSION OF PUBLIC AND PRESS

RESOLVED that under Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1 and 2 of Part 1 of Schedule 12A of the Act.

44 OUTLINE OF PROCESS FROM NOW UNTIL RECRUITMENT

The next stage of the process was outlined to Members and it was noted that the long list interviews would be held over the next two weeks. Mr Houlihan outlined the areas which would be further probed during the interviews and the information which would be sought from each candidate with a view to informing further recommendations which would be submitted to the Committee at its next meeting.

The timetable for the forthcoming meetings was confirmed and all ensued to commit to attending all future meetings.

The Chief Executive reminded Members of the background and context to having agreed the new structure, what the Council wanted to achieve the changing role of the Council, the role of the workforce at the various tiers within the organisation and thus the structure and skills the Committee believed were required to see the Council into the future.

45 TO LONG LIST APPLICATIONS FOR THE POST OF COMMERCIAL DIRECTOR

Members were advised of the total number of applications which had been received and how these had been categorised according to their suitability based on their written application.

Members praised the ambition demonstrated by the internal candidate in applying for the post.

Members considered the recommendations from Gatenby Sanderson of candidates who could possibly be considered for Long List Interviews and concluded that all those ranked in the “C” category should be removed from the process at this stage.

Lengthy consideration was then given in turn to each of those candidates which had been ranked within the “B” category. Having carefully considered the strengths and limitations of each, Members collectively decided the following applicants from the “B” category should be invited for a Long List Interview:

Category “B” Candidate Numbers: - 13 and 18.

Having given consideration to the candidates which had been ranked within the “A” category, Members unanimously agreed that all of these should proceed to the next stage (8 in total).

On that basis it was: -

RESOLVED that:

- (a) all category “A” candidates, together with those two category “B” candidates mentioned above, be confirmed as the selected Long List (10 in total) and each candidate be invited to proceed to the next stage of the process; and
- (b) Mr Houlihan and the Team Manager – People and Organisational Development liaise with the internal candidate in the first instance regarding the outcome of their application.

Note: The Committee adjourned for a 15minute comfort break.

46 MEMBERS’ THOUGHTS ON KEY LINES OF ENQUIRY FOR FINAL INTERVIEW QUESTIONS FOR THE POST OF COMMERCIAL DIRECTOR

The Committee were provided with an opportunity to outline to Mr Houlihan those areas they considered should be tested through the questioning at the final stage interview.

Committee were reminded that questions should link back to the competencies and skills they had identified in the early stages of the recruitment process.

In the ensuing debate, a number of suggestions were made.

RESOLVED that Members’ suggestions and comments be borne in mind when preparing the interview questions.

47 TO LONG-LIST APPLICATIONS FOR THE POST OF DIRECTOR OF RESOURCES

Members were advised of the total number of applications which had been received and how these had been categorised according to their suitability based on their written application.

Mr Houlihan circulated a revised report, indicating that Candidate 18 had been placed in the wrong category and should have been categorised as an “A”, bringing the total in category “A” to nine.

Members praised the ambition demonstrated by the internal candidate in applying for the post.

Members considered the recommendations from Gatenby Sanderson of candidates who could possibly be considered for Long List Interviews and concluded that all those ranked in the “C” category should be removed from the process at this stage.

Lengthy consideration was then given in turn to each of those candidates which had been ranked within the “B” category. Having carefully considered the strengths and limitations of each, Members collectively decided the following applicants from the “B” category should be invited for a Long list interview:

Category “B” Candidate Numbers: - 10 and 15. (note numbers taken from revised report version)

Having given consideration to the candidates which had been ranked within the “A” category, Members unanimously agreed that all of these should proceed to the next stage (9 in total).

On that basis it was: -

RESOLVED that all category “A” candidates, together with those two category “B” candidates mentioned above, be confirmed as the selected Long List (11 in total) and each candidate be invited to proceed to the next stage of the process.

48 MEMBERS’ THOUGHTS ON KEY LINES OF ENQUIRY FOR FINAL INTERVIEW QUESTIONS FOR THE POST OF DIRECTOR OF RESOURCES

The Committee were provided with an opportunity to outline to Mr Houlihan those areas they considered should be tested through the questioning at the final stage interview.

Committee were reminded that questions should link back to the competencies and skills they had identified in the early stages of the recruitment process.

In the ensuing debate a number of suggestions were made.

RESOLVED that Members' suggestions and comments be borne in mind when preparing the interview questions.

49 TO NOTE THE NEXT AGREED MEETING DATE OF 7 MARCH 2014 FOR THE SHORTLISTING OF APPLICATIONS

RESOLVED that the next agreed meeting date of 7 March 2014, commencing at 9.30 am be noted.

The meeting closed at 12.40 pm

Chairman