

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 8 November 2013 commencing at 10.00 am.

Present: Councillor Jackie Brockway (Chairman)
Councillor David Cotton (Vice Chairman)

Councillor Alan Caine
Councillor Giles McNeill
Councillor Tom Regis
Councillor Jeff Summers
Councillor Anne Welburn

Apologies: Councillor Reg Shore
Councillor Lesley Rollings

Membership: No substitutes were appointed for the meeting

In Attendance:
Manjeet Gill Chief Executive
John Houlihan HR Consultant
Emma Redwood Team Manager – People and Organisational Development
Katie Coughlan Governance and Civic Officer

16 MINUTES

(a) Meeting of the Chief Officer Employment Committee - 30 September / 7 October

RESOLVED that the Minutes of the meeting of the Chief Officer Employment Committee held on 30 September 2013 and re-convened on 7 October 2013 be confirmed and signed as a correct record.

17 MEMBERS' DECLARATIONS OF INTEREST

No declarations of Interest were made.

Councillors Cotton and Regis indicated that they would be unable to stay until the conclusion of meeting and sought guidance therefore as to whether they should commence the afternoon session which would involve the interviewing

of candidates. On receiving advice, it was agreed that both would leave the meeting, following the morning session.

18 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.

19 RECRUITMENT PROCESS FOR THE NEW DIRECTOR STRUCTURE (COEC.07 13/14)

Consideration was given to a report which set out the next stages of the recruitment process and Member approval thereto was sought.

In presenting the report Officers explained at length and in detail the planned process going forward and the programme of proposed activities, explaining each element and the reasons why they had been included.

Members were also provided with information regarding how the transition period would be managed and the relevant policies that needed to be given regard to.

It was stressed that one post was affected (currently ring-fenced) and Members needed to be fully aware of the potential implications arising therefrom and the policy and procedures which would need to be applied.

Note: - Councillor Welburn arrived at this point of the meeting.

Members sought and received confirmation that the proposed process would be “published” to all interested parties. Candidates would be made fully aware of all activities involved and the reasons why they were being asked to undertake such.

In responding to Members’ questions, Officers indicated that the proposed programme would enable the Authority to demonstrate that it had followed an approved and tested approach, which had a level of predictability and would reduce risk.

In reference to a previous recruitment, officers stressed that lessons had been learnt, the process needed to reflect the importance of the decision, and the proposed process would demonstrate that risks had been mitigated. It was stressed however that with any recruitment there was a level of risk.

It was noted that day 2 of the interview process would be the stage at which Members interviewed candidates.

Members were asked whether they would wish to receive data on each candidate's performance before or after the interview. A general discussion ensued as to the pros and cons of each approach, after which Members indicated that they would first interview candidates and reflect on their performance from day one's assessment thereafter.

It was also suggested that a "bar" be set for day one's assessment and only those achieving the required standard be invited to progress to day two of the process.

In responding to Members' questions regarding the one affected Officer, Officers outlined the 'at risk' process and how it would be applied in these circumstances and in the event that the affected Officer was unsuccessful at interview. Further discussion was had regarding the routes that would be available to the affected Officer and how this would affect the re-structure at the next level down.

It was stressed that challenge could never be avoided, however it was important that every step was taken to mitigate against successful challenges.

Members thanked Mr Houlihan for the quality of his advice to the Committee.

On that basis it was: -

RESOLVED that the next stage of recruitment and the timetable outlined in the report be approved.

Note: The meeting adjourned for a short comfort break and re-convened at 11.30 am.

20 TRAINING AND GUIDANCE FOR RECRUITMENT AND INTERVIEW PROCESS

Mr John Houlihan then addressed the Committee and a short training session commenced. The aim of which was to ensure the Director selection interviewing was conducted positively, using the legal frameworks and policies, ensuring quality and fairness throughout. The stated outcome was to understand the implications of the regulatory framework of selection and to define ways of correctly managing these.

During the session Members were provided with information regarding:-

- The Panel's responsibilities
- The relevant West Lindsey District Council policies
- The Equalities Act 2010 and the implications arising therefrom
- Recruitment of ex-offenders policy and the implications arising therefrom
- Questioning at selection

- Interview questions , the different types and those to not ask
- The importance of interview scoring and retaining records
- Conducting an Interview.

As a result Members requested that they be provided with copies of the following policies: -

- Redeployment Policy and Procedure
- Redundancy / Reorganisation Procedure and Guidance
- Recruitment and Selection Policy and Procedure.

The Chairman also requested that all those Members who had not been in attendance be invited to undertake the training in order to safeguard the authority.

The meeting adjourned at 12.35 pm for lunch and re-convened at 1.05 pm

Note: Councillors David Cotton, Tom Regis and Mr John Houlihan did not re-join meeting.

21 OUTLINE KEY PROJECTS FOR INTERIM TO DELIVER AND AGREE OUTLINE QUESTIONS

The Chief Executive outlined the key projects and proposed work objectives that she anticipated the temporary director level capacity could assist with, namely: -

1. **Commercial Strategy**
Complete commercial strategy draft with adequate stakeholders, particularly members;
2. **Land and Property Programme**
Provide direction to accelerate tangible delivery and results;
3. Trade Waste and other income from waste, Streetscene or grounds maintenance;
4. Increasing income from present income streams.

With this in mind debate ensued around relevant and pertinent questions to ask of candidates and a total of six were agreed.

22 INTERVIEW CANDIDATE 1

The Committee welcomed Candidate 1 to the meeting and invited him to make his presentation based on the brief: -

“Provide details of a successful commercial project that you have delivered; outlining the tangible results, the financial benefits, any key challenges and how you overcame them; and how you ensured good project management and governance”.

Members then posed the agreed questions to the candidate and responses were duly received. Supplementary questioning followed.

Candidate 1 was thanked for his attendance.

Members briefly shared their views in light of the information the Candidate had provided during the interview and handed their scoring sheets to the Human Resources Team Leader for retention.

23 INTERVIEW CANDIDATE 2

The Committee welcomed Candidate 2 to the meeting and invited him to make his presentation based on the brief: -

“Provide details of a successful commercial project that you have delivered; outlining the tangible results, the financial benefits, any key challenges and how you overcame them; and how you ensured good project management and governance”.

Members then posed the agreed questions to the candidate and responses were duly received. Supplementary questioning followed.

Candidate 2 was thanked for his attendance.

Members briefly shared their views in light of the information the Candidate had provided during the interview and handed their scoring sheets to the Human Resources Team Leader for retention.

24 INTERVIEW CANDIDATE 3

The Committee welcomed Candidate 3 to the meeting and invited him to make his presentation based on the brief: -

“Provide details of a successful commercial project that you have delivered; outlining the tangible results, the financial benefits, any key challenges and how you overcame them; and how you ensured good project management and governance”.

Members then posed the agreed questions to the candidate and responses were duly received. Supplementary questioning followed.

Candidate 3 was thanked for his attendance.

Members briefly shared their views in light of the information the Candidate had provided during the interview and handed their scoring sheets to the Human Resources Team Leader for retention.

25 TO MAKE AN APPOINTMENT OF TEMPORARY DIRECTOR

Having considered all of the information provided by the three Candidates and information provided regarding their day rates and availability

RESOLVED that Candidate 3 be appointed subject to the Chief Executive negotiating his day rate in line with specifications set out by the Committee, in the event of negotiations not being successful, Candidate 1 be appointed.

26 SALARIES FOR CHIEF OFFICER POSTS

The Chief Executive made reference to minute 12 arising from the meeting held on 30 September 2013.

It was noted that whilst the Committee had had a general discussion regarding the level of remuneration for the new posts, no formal decision had been made.

Discussion and debate ensued following which it was:-

RESOLVED that: -

- (a) the Director of Resources/ 151 Officer Post be advertised at circa £70,000 - £80,000;
- (b) the Commercial Director Post be advertised at circa £75,000 - £85,000; and
- (c) the Chief Operating Officer Post be advertised at circa £75,000 - £85,000.

The meeting closed at 4.55 pm

Chairman