

WEST LINDSEY DISTRICT COUNCIL

MINUTES of a meeting of the Chief Officer Employment Committee held in the Council Chamber at the Guildhall, Gainsborough on Thursday 20 March 2014 commencing at 2.00 pm

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

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

Apologies: 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

50 MINUTES

(a) Meeting of the Chief Officer Employment Committee - 7 February 2014

RESOLVED that the Minutes of the meeting of the Chief Officer Employment Committee held on 7 February 2014 be confirmed and signed as a correct record, subject to the following phrase being removed from pages 30 and 32, “Members praised the ambition demonstrated by the internal candidate in applying for the post”.

51 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.

52 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 items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1 and 2 of Part 1 of Schedule 12A of the Act.

53 TO SHORT-LIST APPLICATIONS FOR THE POST OF COMMERCIAL DIRECTOR

Members were provided with a report in respect of the 9 Long-List candidates which summarised the outcomes of the “probing” interviews, held by Gatenby Sanderson.

It was noted that one of those candidates originally selected at the Long-List stage had subsequently withdrawn from the process.

Each report provided details of the candidate’s career to date; their motivations; their strengths; any concerns which had arisen as result of the interviews; and areas for further consideration.

Based on the findings of these interviews recommendations had been formulated, by Gatenby Sanderson, of candidates who could possibly be considered for Short List Interviews.

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

RESOLVED that all category C candidates 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, and having heard further from Mr Houlian as to the reasoning behind the ranking, Members collectively decided the following applicants from the “B” category should be invited for a Short List Interview:

RESOLVED that Category “B” Candidate Number 6 proceed to the final interview stages, whilst Category “B” Candidate Number 5 be removed from the process at this stage.

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 (4 in total).

Following lengthy and detailed consideration, on that basis it was: -

RESOLVED that all category “A” candidates, together with that category “B” candidate mentioned above, be confirmed as the selected Short-List (5 in total) and each candidate be invited to proceed to the final stage of the process.

Note: Councillors Alan Caine and Lewis Strange declared a non-pecuniary interest in the above item of business as they had previously known one of the candidates, Candidate 7.

53 TO SHORT-LIST APPLICATIONS FOR THE POST OF DIRECTOR OF RESOURCES

Members were provided with a report in respect of the 9 Long-List candidates which summarised the outcomes of the “probing” interviews, held by Gatenby Sanderson.

It was noted that two of those candidates originally selected at the Long-List stage had subsequently withdrawn from the process.

Each report provided details of the candidate’s career to date; their motivations; their strengths; any concerns which had arisen as result of the interviews; and areas for further consideration.

Based on the findings of these interviews recommendations had been formulated, by Gatenby Sanderson, of candidates who could possibly be considered for Short List Interviews.

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

RESOLVED that all category C candidates be removed from the process at this stage.

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 (4 in total).

RESOLVED that all category A candidates be invited to proceed to the next stage.

Lengthy consideration was then given to the candidate who had been ranked within the “B” category. Having carefully considered the strengths and limitations, and having heard further from Mr Houlian as to the reasoning behind the ranking, Members collectively decided the applicant from the “B” category should be invited for a Short List Interview:

Following lengthy and detailed consideration, on that basis it was: -

RESOLVED that all category “A” candidates, together with that category “B” candidate mentioned above, be confirmed as the selected Short-List (5 in total) and each candidate be invited to proceed to the final stage of the process.

54 TO DISCUSS AND AGREE INTERVIEW QUESTIONS FOR THE POST OF COMMERCIAL DIRECTOR

Based on the comments expressed by the Committee at their previous meeting, Mr Houlihan circulated draft final interview questions for consideration and comment.

In the ensuing debate, a number of suggestions were made namely: -

- That Question 3, should form the presentation subject, subject to the inclusion of the addition suggested by the Chief Executive;
- That Question 7 be re-worded/simplified/broken down into sections;
- That an additional question be incorporated to deal with working with elected Members; and
- That Question 11 be amended as suggested by the Committee.

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

55 TO DISCUSS AND AGREE INTERVIEW QUESTIONS FOR THE POST OF DIRECTOR OF RESOURCES

Based on the comments expressed by the Committee at their previous meeting, Mr Houlihan circulated draft final interview questions for consideration and comment.

In the ensuing debate, a number of suggestions were made namely: -

- That the presentation subject be that as suggested by the Chief Executive;
- That an element of Question 3, be incorporated into question 4;

- That Question 7 be re-worded/simplified/broken down into sections
- That an additional question be incorporated to deal with working with elected Members / Committee Structure
- That Social Value be added as an extra area of evidence to Question 9 and there be more emphasis on sponsorship.

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

56 TO NOTE THE NEXT AGREED MEETING DATES FOR THE CHIEF OFFICER EMPLOYMENT COMMITTEE

Following the revision to the timetable, and Mr Houlian's consultation with remaining candidates, the arrangements for the remaining schedule were noted as follows: -

Director of Resources Post

Monday 14 April 2pm onwards at Hemswell Court (Committee Briefing and Meet the Candidates)

Monday 15 April 8.30 am for 9.00am at Hemswell Court (Interviews)

Commercial Director Post

Tuesday 29 April 2pm onwards at Hemswell Court (Committee Briefing and Meet the Candidates)

Wednesday 30 April 8.30 am for 9.00am at Hemswell Court (Interviews)

The Committee requested that they be provided with lapel name badges for all of the forthcoming meetings.

The meeting closed at 4.58 pm

Chairman