

Guildhall Gainsborough
Lincolnshire DN21 2NA
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AGENDA

Chief Officer Employment Committee
Monday, 3rd July, 2017 at 10.00 am
Trent Meeting Room - The Guildhall

Members: Councillor Jeff Summers (Chairman)
Councillor Stuart Kinch (Vice-Chairman)

Councillor Mrs Jackie Brockway
Councillor David Cotton
Councillor Michael Devine
Councillor Mrs Angela Lawrence
Councillor Giles McNeill
Councillor Mrs Judy Rainsforth
Councillor Mrs Anne Welburn

1. **Apologies for Absence**
2. **To Approve the Minutes of Previous Meeting(s)**
 - a) Minutes of Meeting held on 9 December 2016 (PAGES 1 - 4)
 - b) Minutes of Meeting held on 8 May 2017 (At the Conclusion of Annual Council) (PAGES 5 - 6)
3. **Members' Declarations of Interest.**

Members may make any declarations of interest at this point but may also make them at any time during the course of the meeting.
4. **Exclusion of Public and Press**

To resolve 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

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information as defined in paragraph 1 and 2 of Part 1 of Schedule 12A of the Act.

5. **Exempt Reports**

- a) Confidential Staffing Matter

M Gill
Chief Executive
The Guildhall
Gainsborough

Friday, 23 June 2017

WEST LINDSEY DISTRICT COUNCIL

MINUTES of a Meeting of the Chief Officer Employment Committee held in the Council Chamber at the Guildhall, Gainsborough on Friday 9 December 2016 commencing at 9.30 am

Present: Councillor Angela Lawrence (Chairman)
Councillor Stuart Kinch (Vice-Chairman)

Councillor David Cotton
Councillor Mick Devine
Councillor Giles McNeill
Councillor Judy Rainsforth
Councillor Jeff Summers
Councillor Anne Welburn

In Attendance:

Manjeet Gill Chief Executive
Katie Coughlan Governance and Civic Officer

Also in Attendance Jon Houlihan – Gatenby Sanderson HR Consultant

Apologies: Councillor Jackie Brockway

A formal briefing for Members had taken place at 9.00 am during which Members had been provided with feedback from Gatenby Sanderson Consultants, following their technical assessment of, and interview with the Candidate.

Mr Houlihan outlined at length the types of exercises the Candidate had been asked to undertake, what the exercises were designed to demonstrate and how they had been executed.

The results of the Assessment Centre, along with the views of Mr Houlihan and Mrs Gill on how the Candidate had performed in this area and the interview were shared with the Committee. During this briefing Members received information on the Candidates key strengths together with suggested areas to be further probed and the likely “styles” the Candidate would adopt in her approach to the role.

Members frankly shared their views on the outcome of the testing and asked a number of pertinent questions of Mr Houlihan to aid their understanding, particularly regarding those areas where development had initially been identified.

The formal meeting commenced at 9.45 am.

12 MINUTES (COE.05 16/17)

RESOLVED that the Minutes of the meeting of the Chief Officer Employment Committee held on 14 November 2016 be confirmed and signed as a correct record.

13 MEMBERS' DECLARATIONS OF INTEREST

All Members present declared a non-pecuniary interest in that they knew the Candidate to be interviewed.

14 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.

15 TO APPOINT AN ECONOMIC AND COMMERCIAL GROWTH DIRECTOR (COE.06/07/08 16/17)

Members had been provided with, in advance, a copy of the Applicant's Statement, together with the previously agreed Job Description and Person Specification, to assist them in their deliberations.

A set of questions had been compiled by the Chief Executive and Mr Houlihan, in consultation with the Chairman of the Committee. These were shared with the Committee and Mr Houlihan went through each question on an individual basis, explaining the intended purpose of each and what each question was trying to make the Candidate demonstrate. The raft of questions had been designed to address and assess all areas of the Job Description, key competencies and areas of perceived development identified during the Assessment Centre. The Committee were provided with examples of what a good Candidate should be able to demonstrate in answering the questions.

All Members were provided with appropriate scoring sheets for both the presentation element and questioning element of the interview and reminded of the need to make appropriate notes thereon, in support of any decision they made.

The questions were allocated between Members.

Note: The Committee formally adjourned at 10.10 in preparation for the formal interview commencing at 10.30 am

16 INTERVIEW OF CANDIDATE

Note: The Governance and Civic Officer left the meeting for the interview.

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

“How would you go about delivering the Economic Development Strategy and what would success look like to you”.

Members posed a number of supplementary questions.

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

The Candidate was thanked for her attendance.

Note: The Committee formally re-convened at 12.10 following the interview and in advance of deliberations. The Governance and Civic Officer also returned to the meeting.

17 DELIBERATIONS AND DECISION MAKING

Members shared their views in light of the information the Candidate had provided during the interview.

Mr Houlihan and Mrs Gill also shared their views and indicated a number of areas where, if the Candidate was successful, development should be focussed.

Having considered all of the information provided by the Candidate, the results of the Assessment Centre and the Candidate’s Statement, and having had a discussion around the level of remuneration the Candidate should be appointed at, it was: -

RESOLVED that:

- (a) the Candidate (Ms Eve Fawcett-Moralee) be appointed to the post of Economic and Commercial Growth Director; and
- (b) the Candidate be appointed on a salary range of £75,00 -85,000 (inclusive of a £5,000 per annum retention fee payable at the conclusion of each 12 months for a period of 3 years) and that suitable development criteria be established to address development areas identified during this process.

18 ADMINISTRATION ACTIONS

Each individual Member’s scoring sheet was signed off and handed to the Governance and Civic Officer for retention.

Members were requested to delete all correspondence they had received, by electronic communication, regarding this appointment.

The meeting closed at 12.40 pm.

Chairman

WEST LINDSEY DISTRICT COUNCIL

MINUTES of the Meeting of the Chief Officer Employment Committee held in the Council Chamber - The Guildhall, Marshall's Yard, Gainsborough, DN21 2NA on 8 May 2017 commencing at 8.12 pm.

Present: Councillor Mrs Angela Lawrence (Chairman)

Councillor Stuart Kinch
Councillor Giles McNeill
Councillor Jeff Summers
Councillor David Cotton
Councillor Michael Devine
Councillor Mrs Judy Rainsforth
Councillor Mrs Anne Welburn

In Attendance:

Alan Robinson SL - Democratic and Business Support
Dinah Lilley Governance and Civic Officer

Apologies: Councillor Mrs Jackie Brockway

Membership: No substitute was appointed

1 TO ELECT A CHAIRMAN FOR THE CIVIC YEAR

RESOLVED that Councillor Jeff Summers be appointed Chairman of the Committee for the 2017/18 civic year.

Councillor Summers took the Chair for the remainder of the meeting.

2 TO ELECT A VICE CHAIRMAN FOR THE CIVIC YEAR

RESOLVED that Councillor Stuart Kinch be appointed Vice-Chairman of the Committee for the 2017/18 civic year.

3 TIME OF COMMENCEMENT OF MEETINGS

RESOLVED that the meetings of the Committee would be arranged according to need in consultation with Committee Members

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The meeting concluded at 8.14 pm.

Chairman