

EMPLOYMENT PANEL

TUESDAY 18 AUGUST 2011 AT 10.00AM

PRESENT: Councillors Bloxham, Glover, Hendry (as substitute for Cllr Boaden), Mallinson J, Mitchelson and Weber (as substitute for Councillor Atkinson).

EMP.28/11 APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors Atkinson and Boaden.

EMP.29/11 DECLARATIONS OF INTEREST

There were no declarations of interest in respect of any of the items on the Agenda.

EMP.30/11 MINUTES OF PREVIOUS MEETINGS

RESOLVED – That the minutes of the meeting held on 4 April 2011 be approved and signed and the minutes of the meeting held on 8 July 2011 be noted.

EMP.31/11 PUBLIC AND PRESS

RESOLVED – That in accordance with Section 100A(4) of the Local Government Act 1972 the Public and Press were excluded from the meeting during consideration of the following item of business as the report contained information relating to the financial or business affairs of any particular person (including the authority holding that information) as defined in the paragraph number (as indicated in brackets against the minutes) of Part 1 of Schedule 12A of the 1972 Local Government Act.

EMP.32/11 TCCE RECRUITMENT 2011 – EMPLOYMENT PANEL SUPPORT (Public and Press excluded by virtue of Paragraph 3)

The Personnel Manager submitted report RD.35/11 which set out the options for consideration with regard to arrangements to support the Employment Panel in recruiting a Town Clerk and Chief Executive.

The Personnel Manager reminded Members that a previous Employment Panel had agreed interim arrangements to cover the position of Town Clerk and Chief Executive while a permanent post holder was recruited. She advised that only indicative costs could be provided until the exact scope of the exercise had been determined by Members and the work sourced.

The Personnel Manager informed Members that there were 4 options available and outlined the advantages and disadvantages of each option. The options were:

1. to engage a specialist recruitment agency to provide full support to the Panel.

2. use a mix of external recruitment agency and in-house resources whereby all of the administration would be handled in-house and the external agency provide advice and assistance to the Panel.
3. use North West Employers organisation to provide advice and assistance to the Panel with the administration costs and organisation provided in-house (including design and production of the advert and applicant information pack).
4. carry out the exercise entirely in-house.

The Personnel Manager explained that irrespective of where the support was obtained from there were a number of activities that could be provided to support the recruitment process, some of which were optional.

With regard to costs the Personnel Manager explained that accurate costs would be difficult to assess until a decision had been made on which option would be used for the recruitment process. She advised that in addition to the costs of using an external agency or North West Employers Organisation there would also be advertising costs, the cost of which would depend upon the nature of the media used.

The Personnel Manager further advised that the timescale for the process would depend on which option Members decided upon and the selection activities that they wished for. The Personnel Manager outlined the two main timescales and advised that it was anticipated that the longer option would run from the date of the meeting until early April/May 2012 while the shorter timescale would run from the date of the meeting until mid February 2012.

The Personnel Manager informed Members that she had consulted two recruitment agencies for advice and had been advised of indicative costs. Following discussion Members agreed that the recruitment process should follow Option 3 which involved the use of the North West Employers Organisation.

Members discussed which activities should be provided from the report presented. It was agreed that the short timetable suggested did not allow for discussion around changes to the job description or salary. Members also agreed that most of the suggested activities should be provided as they would be useful. Members did not believe that an Executive Search would be of any benefit to the process.

Members believed that it was useful to have some form of informal contact with the candidates prior to interview rather than assessment centre. It was suggested that North West Employers Organisation could arrange someone to act as a Peer Group Assessor such as a Chief Executive/former Chief Executive to provide immediate feedback to Members. It was difficult to estimate how many applications would be received but Members agreed that it would depend upon those numbers whether there was a long-list selection process followed by a short list selection for interview.

It was agreed that information relating to the job description and salary was needed before an advertisement could be placed and therefore it was agreed that the meeting be adjourned to enable the Chair, Vice Chair and Leader to obtain that information In order that Members could decide on an amended timetable.

RESOLVED – 1) That Option 3 be progressed in respect of the recruitment process.

2) That the meeting be adjourned to enable further information to be obtained by the Chair, Vice Chair and Leader with regard to salary and revised job description.

(Meeting was adjourned at 10:45 am)