

**EMPLOYMENT PANEL**  
**(Meeting re-convened from 18 August 2011)**

**FRIDAY 2 SEPTEMBER 2011 AT 3.30PM**

PRESENT: Councillor J Mallinson (Chairman), Councillor Bloxham, Glover, Hendry (as substitute for Councillor Boaden) and Mitchelson.

ALSO PRESENT: Ms L McQue – North West Employers  
Mr K Power – North West Employers

**EMP.37/11 APOLOGIES FOR ABSENCE**

An apology for absence was submitted on behalf of Councillor Weber.

**EMP.38/11 DECLARATIONS OF INTEREST**

There were no declarations of interest affecting the business to be transacted at the meeting.

**EMP.39/11 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.40/11 TCCE RECRUITMENT 2011 – EMPLOYMENT PANEL SUPPORT**

(Public and Press excluded by virtue of Paragraph 3)

The Chairman reminded Members that the meeting held on 18 August 2011 was adjourned to enable further information to be obtained in respect of salary and a revised job description.

The Chairman welcomed Ms McQue and Mr Power from North West Employers. Mr Power advised that he had researched salaries for Chief Executives from District Councils across the North West and informed Members of the range. He explained that the trend was to appoint Chief Executives to a spot salary. The salary could be set at a single point or within a range. He advised of the potential difficulties of recruiting to a salary range based on performance. Ms McQue advised that Councils were increasingly appointing to spot salaries but added that if there were no increments a review would be required at some point in the future.

Ms McQue believed that there would be a good response to the vacancy as there were a number of people who had been displaced as a result of transformation within other authorities or people looking for more security.

There was discussion around the potential difficulties that could arise if the salary was set on a scale that was performance related.

Mr Power advised that as part of the proposed Localism Bill it was anticipated that Councils would be required to publish a statement each year that indicated how salaries for senior positions was managed. That statement would provide an indication of where Carlisle sat in relation to similar District Authorities.

There was discussion about whether the provision of a car should be incorporated into the salary. Mr Power advised that authorities nationally were moving away from such schemes. Mrs Cross advised that if the salary package included a car allowance then the successful applicant would be obliged to have a car available for the use of the Chief Executive.

Members agreed that it was essential to ensure that the advertised package would attract appropriate candidates. It was moved and seconded that the salary should be set between £96,627 and £104,462 and that the salary would depend on the candidate. If the salary was to be above £104,462 it would have to be approved by Council. Therefore it was agreed that the salary would not be above that figure.

Ms McQue agreed to help Mrs Cross with the wording of the advertisement. There was discussion about which publications to use to advertise the vacancy. It was agreed that the advertisement would be published in the Municipal Journal and the supplement in the Wednesday edition of the Guardian.

There was discussion about the wording of the post. The post title was currently Town Clerk and Chief Executive. Members wished to keep the "Town Clerk" aspect of the job title to reflect the City's historical image. However, it was agreed that the advertisement should read Chief Executive but that the information within the package should include the full title of Town Clerk and Chief Executive. There was discussion about the closing date for applications and it was agreed that the closing date would be set for 3 weeks from the date of publication of the advertisement.

Councillors Mallinson, Mitchelson and Glover agreed to meet in the following week to finalise the Job Description and person specification. Ms McQue advised that the information could be circulated for approval by e-mail. She asked Members what help they wished the North West Employers to provide. Members discussed whether it would be appropriate to hold an Assessment Centre as part of the interview process. It was agreed that there would be an Assessment Centre but the details could be finalised nearer the date. It was suggested that there could be some informal interaction between the group with others where Members could observe. That could possibly be an

evening session the evening prior to the interviews. There could also be some peer interview or discussion and a possible interview with representatives of partner organisations.

The formal interview would include a presentation, the topic of which would be advised the evening before the interview.

RESOLVED – 1.) That the salary range be between £96,927 and £104,462 plus 9.09% car allowance.

2.) That the advertisement be placed in the Wednesday supplement of the Guardian and the Municipal Journal.

3.) That the vacancy be shown as Chief Executive but the full title of Town Clerk and Chief Executive be used within the supporting information.

4.) That the vacancy closing date be 3 weeks after the advertisement was published.

5.) That an Assessment Centre be arranged to include a session for the evening prior to the formal interview.

The meeting ended at 5.05pm