

Appointments Etc Panel

Thursday, 25 January 2018, 9.30 am,

		Minutes
Present:		Mr S E Geraghty (Chairman), Mr A I Hardman (Vice Chairman), Mr A D Kent, Ms K J May, Prof J W Raine and Ms C M Stalker
Available papers		The Agenda papers (previously circulated), a copy of which will be attached to the signed Minutes.
1123	Named Substitutes	None.
1124	Apologies and Declarations of Interest	None.
1125	Confirmation of Minutes	RESOLVED: that the minutes of this meeting be circulated to Members of the Panel and be signed by the Chairman in the light of any comments on their accuracy received within 7 days of their circulation.
1126	Exclusion of Press and Public	RESOLVED: that the public and press be excluded from the meeting during the consideration of the following item of business on the grounds that if they were present during such consideration it would be likely that there would be disclosure to them of exempt information as defined in Section 100(I) and Schedule 12A of the Local Government Act 1972 relating to any individual and the public interest in maintaining the exemption outweighed the public interest in disclosure.
1127	Director (Commercial and Commissioning)	Background At its meeting on 16 October 2017, the Panel authorised the commencement of the recruitment process for the Director (Commercial and Commissioning) and the process to be followed. The Panel approved the Job Description and Person Specification for the post of Director (Commercial and Commissioning) and the salary range for a 35 hour contract, in line with corporate policy, of £109,035 to £119,938 per annum. Panel also approved a robust recruitment process to establish a shortlist of candidates for final interview by the Panel.

The Chairman considered it appropriate to seek Panel confirmation of the proposed shortlist.

On 20 November 2017, the Council went out to advert to recruit to the post of Director (Commercial and Commissioning). Following the placement of national advertisements in The MJ, Sunday Times and an executive search campaign, 15 applications were received by the closing date of 11 December 2017.

A longlisting exercise (initial first stage sift of applications) was carried out by the Deputy Leader of the Council, Cabinet Member with Responsibility for Transformation and Commissioning, the Chief Executive and the Head of HR&OD with support from the lead Recruitment Consultant on 4 January 2018 in accordance with authority given by the October 2017 Panel. This sift led to a decision to proceed with 8 candidates to first stage longlisting interviews/ assessment.

First stage longlisting interviews/assessment with the eight candidates were carried out by the Leader of the County Council, Cabinet Member with Responsibility for Transformation and Commissioning, the new Chief Executive designate (Paul Robinson) with support from the Head of HR&OD on 17 and 22 January 2018, in accordance with authority given by the October 2017 Panel.

An assessment of those 8 longlisted candidates by an independent technical assessor was undertaken on 8 January 2018. A formal leadership psychometric assessment would also take place on the shortlisted candidates. The outcome of these assessments would be used to help inform the Appointments Etc. Panel at interview stage.

Recommended shortlist of candidates to progress to Panel interview stage

Following first stage interviews/assessment, the Appointments Etc. Panel was asked to endorse a shortlist of 4 candidates to progress to the final Panel recruitment and selection stages.

Proposed Panel interview stage process

On 2 February 2018, the shortlisted candidates will be interviewed by the Appointments Etc. Panel. . Candidates will also be interviewed by a panel of stakeholders (subject to availability) on 2 February 2018 which will be fed back to assist the Appointments Etc. Panel's decision.

The Head of HR and OD will brief Panel members on any feedback and/or matters arising from previous stages of the recruitment process to help inform their decision. The Appointments Etc. Panel will then be asked to decide which (if any) of the candidates they wish to offer the post to.

It was proposed that the Appointments Etc. Panel remains as a single Panel throughout the assessment and selection process thus allowing the whole Panel to focus on the broad range of requirements for the post and assess each shortlisted candidate.

As a result of a statutory requirement included in the Constitution, before a formal offer of appointment can be made, each member of the Cabinet should be notified of particulars in relation to the proposed appointment. One working day has been allowed for any objection to be raised to the Leader to notify that neither he nor any member of the Cabinet has any objection. Consequently, any offer the Panel may wish to make should be subject to a formal written offer to enable the procedure of notifying Cabinet Members to take place.

RESOLVED that the Panel:

- a) agreed the recommended shortlist of 4 candidates to progress to the Panel interview stage as set out in the report; and**
- b) approved the Panel interview stage process as set out in the report.**

The meeting ended at 10.20am

Chairman

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By virtue of paragraph(s) 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

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