

APPOINTMENTS PANEL AGENDA



5 August 2016

at 2.00 p.m.

in Committee Room “C”

MEMBERS: APPOINTMENTS PANEL:

Councillors C Akers-Belcher, Barclay, Cranney, Cook, James, Martin-Wells, Tempest and Tennant.

- 1. APOLOGIES FOR ABSENCE**
- 2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**
- 3. MINUTES**
 - 3.1 To confirm the minutes of the meeting held on 20 June 2016
- 4. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT**
- 5. LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION) ORDER 2006**

EXEMPT ITEMS

Under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in the paragraphs referred to below of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006



6. ITEMS REQUIRING DECISION

- 6.1 Chief Officer Appointments (*Director of Regeneration and Neighbourhoods*)
(para 1)

7. ANY OTHER CONFIDENTIAL ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT



APPOINTMENTS PANEL

MINUTES AND DECISION RECORD

20 June 2016

The meeting commenced at 2.00 pm in the Civic Centre, Hartlepool

Present:

Councillors: Christopher Akers-Belcher, Allan Barclay, Kevin Cranney, Marjorie James and John Tennant

Officers: Gill Alexander, Chief Executive
Denise Ogden, Director of Child and Adult Services
Gillian Laight, HR Business Partner
Denise Wimpenny, Principal Democratic Services Officer

1. APPOINTMENT OF CHAIR

Nominations were sought in respect of appointment of Chair of Panel.

Decision

Councillor C Akers-Belcher was appointed Chair of Panel.

2. APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors Cook, Martin-Wells and Tempest.

3. DECLARATIONS OF INTEREST BY MEMBERS

None

4. MINUTES

The minutes of the meeting held on 29 June 2015 were confirmed.

5. APPOINTMENT OF ASSISTANT DIRECTOR (ECONOMIC GROWTH AND REGENERATION SERVICES) AND ASSISTANT DIRECTOR (ENVIRONMENT AND NEIGHBOURHOOD SERVICES) – Director of Regeneration and Neighbourhoods

The Director of Regeneration and Neighbourhoods presented a report which sought agreement of arrangements for the selection process in respect of the posts of Assistant Director (Economic Growth and Regeneration Services) and Assistant Director, (Environment and Neighbourhood Services). The current Assistant Director post (Regeneration) had been vacant since 25 April 2016 following the resignation of the current post holder and the current Assistant Director (Neighbourhoods) had been vacant since 21 May 2016 due to the post holder being accepted for voluntary redundancy.

The Panel was advised of the two key options available to Members in the recruitment to the post which were either Option A, advertise internally and conclude prior to consideration of external recruitment or Option B, the post be advertised internally and externally at the same time. Panel Members expressed support for the post to be advertised internally and externally at the same time.

The job descriptions and person specifications for the posts were appended to the report. Views were expressed that the job description, person specification and job advert should be strengthened to reflect the public service and political elements as well as the culture change requirements of the posts. In relation to the personal style and behaviour requirements, as detailed in the person specifications, emphasis was placed upon the need for the inclusion of entrepreneurial skills.

With regard to promoting the post, a number of advertising options were set out in the report together with anticipated associated costs which were considered in detail by Members. Members requested that both jobs be advertised in the Management Journal (half page), the Guardian on-line J Pack and that an Executive Search be undertaken. Members were of the view that the costs associated with the Executive Search were excessive and should be re-negotiated.

Members views were sought in relation to the proposed selection methods as set out in the report. It was agreed that technical interviews would be carried out by a panel of senior managers including the Director of Regeneration and Neighbourhoods, HR Business Partner and that the Interim Project Manager (Regeneration) should also be involved.

The Director advised that other candidate assessment methods prior to the final interview could be undertaken including in-tray exercises, stakeholder panels and a meet and greet session. Whilst supportive of the suggested in-tray exercise and a meet and greet session, Members were of the view that stakeholder panels may not add any value in relation to this recruitment process. Suggested areas for inclusion in the interview questions were discussed which the Director of Regeneration and Neighbourhoods agreed to include in the report for consideration prior to the final interviews.

A proposed timetable for the post had been circulated. The Panel discussed the timetable and possible variations to the suggested timeline. It was suggested that interviews be concluded by the first week in September if possible. Members outlined planned leave which the HR Business Partner agreed to accommodate in the timetable where possible. It was noted that an amended advert, to reflect the suggestions of the Panel, would be forwarded to the Chair of this Committee, the Chair of Neighbourhood Services Committee and Chair of Regeneration Committee for approval.

Decision

The Panel agreed the following:-

- i) the advert, job description and person specification subject to the additions suggested by Members as detailed above.
- ii) the posts be advertised internally and externally at the same time – Option B.
- iii) arrangements for advertisement in terms of the Management Journal (half page) the Guardian on-line J Pack subject to re-negotiation of costs in relation to the Executive Search.
- iv) a recruitment agency be appointed to undertake an Executive Search.
- v) technical interviews be undertaken internally and to include the Interim Project Manager (Regeneration).
- vi) an intray exercise for candidates and a meet and greet with Members and Officers be undertaken.
- vii) Stakeholder Panels should not form part of the recruitment process.
- viii) recruitment timetable subject to consideration of planned leave and to explore the feasibility of final interviews being concluded by week commencing 5 September 2016.
- ix) the process for the final interviews which would include a ten-minute presentation and formal questions to be circulated in advance of the consideration of the Panel.

The meeting concluded at 2.40 pm

CHAIR