

## **SENIOR MANAGEMENT APPOINTMENT COMMITTEE**

Minutes of a meeting held on 20<sup>th</sup> June, 2019.

Present: Councillor N. Moore (Chairman); Councillor L. Burnett (Vice-Chairman);  
Councillors: R. Crowley, B.T. Gray and Mrs. S.M. Hanks.

### 58 APOLOGIES FOR ABSENCE –

These were received from Councillor V.J. Bailey.

### 59 MINUTES –

RESOLVED – T H A T the minutes of the meeting held on 11<sup>th</sup> June, 2019 be approved as a correct record.

### 60 DECLARATIONS OF INTEREST –

No declarations were received.

### 61 RECRUITMENT AND SELECTION ARRANGEMENTS FOR THE HEAD OF POLICY AND BUSINESS TRANSFORMATION (MD) –

The report noted that the Senior Management Committee had met on 11<sup>th</sup> June, 2019 to finalise a short list of candidates for the post of Head of Policy and Business Transformation. Following consideration of all the information presented, the Committee had subsequently determined to invite one candidate to attend for interview on 20<sup>th</sup> June, 2019 with the interview to take the format of a 10 minute verbal presentation followed by a question and answer session.

The interview would be conducted under Part II arrangements later in the agenda.

RESOLVED – T H A T the recruitment and selection arrangements for the Head of Policy and Business Transformation be noted.

#### Reason for decision

Having regard to the appointment being progressed in accordance with the requirements of the Council's Constitution and it being noted that the candidate would be interviewed under Part II of the agenda.

## 62 RECRUITMENT AND SELECTION ARRANGEMENTS FOR THE HEAD OF HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT (MD) –

The Senior Management Appointment Committee had met on 11<sup>th</sup> March, 2019 and approved the arrangements to fill the new position of Head of Human Resources and Organisational Development within the MD and Resources Directorate. This followed a previous unsuccessful recruitment exercise which took place earlier in the year.

A copy of the agreed Job Description and Person Specification in respect of the post was attached at Appendices A and B to the report.

In accordance with the prior approval of the Committee the post of Head of Human Resources and Organisational Development was re-advertised both internally and externally from 2<sup>nd</sup> April, 2019 to 16<sup>th</sup> April, 2019 with a revised person specification. The recruitment campaign attracted fifteen applications (all external applicants to the Council). As had been agreed by the Committee, long listing was undertaken by the Managing Director. Ten applications had met the requirements of the agreed Person Specification to form the long list (one of these applications had been taken from the previous recruitment exercise as it had now met the essential criteria on the revised person specification).

As part of the long listing process, it was agreed that prior to conducting an assessment centre exercise, it would be useful to meet the candidates to discuss their experience and career background. Accordingly, ten applicants were invited to meet a Senior Management Panel (which included the Managing Director) on Wednesday, 5<sup>th</sup> June, 2019 and Thursday, 6<sup>th</sup> June, 2019. Unfortunately, four candidates withdrew from the process prior to these interviews with the majority having secured employment elsewhere. Six candidates met with the Senior Management Panel with it being agreed to progress all six candidates to the assessment centre, the assessments took place on 18<sup>th</sup> June, 2019. The assessment included psychometric testing prior to the day, a technical interview and an in-tray exercise which incorporated a feedback session to assist the exercise between each candidate and Service representatives.

Having been advised that feedback in relation to the selection assessment arrangements as set out above would be presented in Part II of the agenda, it was subsequently

RESOLVED – T H A T the recruitment and selection arrangements for the Head of Human Resources and Organisational Development be approved.

### Reason for decision

To ensure the appointment was progressed in accordance with the requirements of the Council's Constitution.

## 63 EXCLUSION OF PRESS AND PUBLIC –

RESOLVED – T H A T under Section 100A(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 they involve the likely disclosure of exempt information as defined in Part 4 of Schedule 12A (as amended) of the Act, the relevant paragraphs of the Schedule being referred to in brackets after the minute heading.

64 RECRUITMENT AND SELECTION ARRANGEMENTS FOR THE HEAD OF POLICY AND BUSINESS TRANSFORMATION (MD) (EXEMPT INFORMATION – PARAGRAPH 15) –

The short listed candidate was invited to deliver a 10 minute verbal presentation and to respond to a variety of questions from Members of the Committee. The application form for the short listed candidate was attached at Appendix C to the report together with the Job Description and Person Specification at Appendices A and B.

In commencing the presentation, the candidate provided Members of the Committee with a written one page document being an overview of their verbal presentation following conclusion of the presentation a question and answer session then took place as part of the selection process.

RESOLVED – T H A T B be appointed to the position of Head of Policy and Business Transformation, the commencement of the role to take place from Friday, 21<sup>st</sup> June, 2019 on the first point of the salary scale.

Reason for decision

Having regard to the appointment process of the Council's Constitution and to the candidate's performance at the interview.

65 RECRUITMENT AND SELECTION ARRANGEMENTS FOR THE HEAD OF HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT (MD) (EXEMPT INFORMATION – PARAGRAPH 15) –

The Managing Director provided the Committee with a verbal outcome of the long listing process and the preliminary assessment of each candidate. A copy of the application forms in respect of the six long listed candidates was attached at Appendix C to the report, with Members being asked to consider a short list of candidates for final interview.

At the final interview stage it was also suggested that Members of the Committee receive a verbal presentation and interview the short listed applicants, to subsequently determine at that point if any candidate was suitable for appointment to the post.

Members were advised to bring the application forms of short listed candidates to the interview meeting on 25<sup>th</sup> June, 2019 to assist the selection process.

Following careful consideration of the feedback provided by the Managing Director and following questions and answers in relation to the applicants and their assessments, Members of the Committee subsequently

RESOLVED –

(1) T H A T candidates D and E be invited for interview on Tuesday, 25<sup>th</sup> June, 2019.

(2) T H A T the interview process take the form of a verbal presentation and a question and answer session by Members of the Committee.

Reason for decisions

(1&2) In order to interview the candidates and ensure the appointment progressed in accordance with the requirements of the Council's Constitution.