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Employment (Senior Officer) Committee

ESOC/1

Wednesday, 5 February 2020

EMPLOYMENT (SENIOR OFFICER) COMMITTEE

5 February 2020

6.00pm – 7.35pm

Present: Councillors Bick, Herbert, Porrer, Sargeant, Sheil and Thornburrow

Officers:

Head of Human Resources: Deborah Simpson

Dawn Faulkner, Principal Consultant, GatenbySanderson

FOR THE INFORMATION OF THE COUNCIL

20/1/ESOC Appointment of Committee Chair

Councillor Herbert was appointed as Chair of the Committee.

20/2/ESOC Declarations of Interest

None were received.

20/3/ESOC Apologies for absence

None were received.

20/4/ESOC Exclusion of the Public

The Committee agreed to exclude the public on the grounds that if they were present, there would be disclosure to them of information defined as exempt from publication by virtue of paragraph 3 of part 1 of schedule 12A of the Local Government Act 1972.

20/5/ESOC To consider the recruitment arrangements and process for appointing a new Chief Executive

The Committee received an update from the Head of Human Resources and Dawn Faulkner, Principal Consultant at GatenbySanderson, on the potential recruitment arrangements for appointing to the post of Chief Executive.

The job description and person specification for the Chief Executive role was reviewed and updated. Key areas for focus in the job role and appointment

process were considered and agreed. The recruitment process would involve long listing and shortlisting stages; including long list interviews, shortlisting and an assessment centre with Partner Panel, presentations and final interviews for the short listed candidates.

The Head of Human Resources would circulate the revised the job description and person specification. The post would be advertised, a recruitment information pack and website created, and executive search undertaken.

If required, to allow for further consideration of the job role prior to advertising, a further meeting of the Committee would be convened, and the outline timetable adjusted accordingly.

20/6/ESOC Agenda and Date for Next Meeting

Provisional dates and arrangements for the next meetings of the Committee were considered. The Head of Human Resources would circulate these for confirmation.

The next meeting was provisionally agreed as 5.00pm on Wednesday 18 March to consider and long list applications for the post and agree arrangements for long list interviews..

The meeting ended at 7.35 pm

CHAIR