



# Personnel Sub-Committee

Minutes of meeting held on 19 December 2011  
at 11.30am in the Members Room,  
East Northamptonshire House, Thrapston

## Present:

Councillors

Roger Glithero (Chairman)  
Steven North  
Jeremy Taylor

David Oliver

Katy Everitt

Aime Armstrong

Chief Executive (DO)

Head of Resources and Organisational Development (KE)

Human Resources Manager (AA)

## Minutes:

Sharon Prior

Executive Support Officer (SP)

Action

### 1.0 MINUTES

1.1 The minutes of the meeting held on 29 November 2011 were approved subject to the deletion of "2 August 2011" in minute 1.1 and the substitution of "17 November 2011". The minutes were then signed by the Chairman.

### 2.0 APOLOGIES

2.1 Councillors Wendy Brackenbury and Philip Hardcastle sent their apologies.

### 3.0 DECLARATIONS OF INTEREST/QUESTIONS

3.1 Katy Everitt declared a personal interest in item 5 (Appointment of a Head of Finance) but remained in the meeting for the discussion and voting thereon.

KO

### 4.0 EXCLUSION OF PUBLIC AND PRESS

#### 4.1 RESOLVED:

That the public and press be excluded from the meeting during consideration of the following item of business because exempt information, as defined under paragraph 2 of part 1 of schedule 12A of the Local Government Act 1972, may be disclosed.

### 5.0 APPOINTMENT OF A HEAD OF FINANCE

5.1 Further to minute 10.3 of the last meeting, DO presented a report on the proposed Job Description and Person Specification for the post of Head of

AA

Finance, and the process for filling the post. Councillor Taylor drew attention to a number of amendments to both the Job Description and Person Specification, which were agreed. AA would amend the documents accordingly. Councillor North requested reference to a "Lead Officer for Audit & Risk Management Committee" be removed from the Job Description, as this Committee no longer existed, and it be replaced with wording to include "effective working with Members on audit and risk management"; DO/KE/AA would agree appropriate wording.

- 5.2 Following the provisions of the constitution, it was proposed that the Chief Executive and Executive Director prepare a shortlist of candidates for approval by the Chairman and Vice-Chairman of the Sub-Committee and invite the candidates to attend a selection day. Members of the Sub-Committee would conduct an interview on the selection day and recommend to council who should be appointed. If either the Chairman or Vice-Chairman was unavailable, a further member of the Sub-Committee would be chosen to assist in this process.

**RESOLVED:**

- |   |                        |
|---|------------------------|
| <p>(1) That the Job Description and Person Specification be agreed, subject to amendments outlined.</p>   | <p><b>DO/KE/AA</b></p> |
| <p>(2) That recruitment commence to the Head of Finance post in January 2012 and that the selection follow the process set out above, with interviews potentially being held end-February/early March 2012.</p> | <p><b>AA</b></p>       |

**Chairman**