



EAST NORTHAMPTONSHIRE COUNCIL

Personnel Sub-Committee

Minutes of a meeting held on 10 November 2008 at 6.30 pm at East Northamptonshire House, Thrapston

Present:

Councillors

Roger Glithero (**Chairman**)
David Brackenbury
Wendy Brackenbury
Sylvia Hughes
Andy Mercer

David Oliver
Barbara Ding
Mark Lovell
Katy Everitt

Chief Executive (CX)
Executive Director/Monitoring Officer
Executive Director/Chief Finance Officer
Head of Organisational Development (KE)

Action

1.0 MINUTES OF PREVIOUS MEETING

- 1.1 The minutes of the meeting held on 21 October 2008 were approved and signed as a correct record.

2.0 APOLOGIES FOR ABSENCE

- 2.1 There were no apologies.

3.0 DECLARATIONS OF INTEREST/QUESTIONS

- 3.1 Barbara Ding and Mark Lovell declared personal interests in agenda item 5 (Recruitment of Executive Director and Monitoring Officer) and remained in the room during the discussion and voting on the item. **KO**
- 3.2 There were no questions.

4.0 EXCLUSION OF PUBLIC

- 4.1 It was

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 RECRUITMENT OF EXECUTIVE DIRECTOR AND MONITORING OFFICER

5.1 The Sub-Committee considered the report of the Chief Executive setting out the process for the recruitment, selection and appointment of Executive Director and Monitoring Officer, in the light of the intended retirement of Barbara Ding in June 2009; the role of the Sub-Committee in this process; and a recommended course of action.

5.2 The process for the recruitment, selection and appointment was proposed as follows:-

- Phase 1: Preparation, including defining the job description and person specification having particular regard to the Council's recently-adopted Knowledge, Skills and Behaviours framework
- Phase 2: Marketing (promoting the Council as an excellent place to work to help attract the best candidates)
- Phase 3: Assessment (by recruitment consultants and interviews conducted by the Sub-Committee)
- Phase 4: Selection, and
- Phase 5: Appointment,

with the Sub-Committee's role being confined to Phases 3 and 4, and an appointment being recommended to the Policy and Resources Committee.

A discussion was held as to whether it was desirable and/or practical to split the Executive Director and Monitoring Officer roles, and whether there was value in commissioning consultants to carry out a candidate search as well as supporting the candidate selection process.

RESOLVED

- (1) That the Chief Executive's decision to recruit an Executive Director, including the Monitoring Officer responsibility, be endorsed.
- (2) That the proposed advertised salary range of £72,437 to £81,480 be noted.
- (3) That the proposed process for the recruitment, selection and appointment to the post of Executive Director and Monitoring Officer, as reported in detail to the meeting, be approved.
- (4) That, if necessary, the Sub-Committee and/or the Policy and Resources Committee meet at short notice so that timely decisions can be made.

**CX/
KE**

KO

6.0 DATE OF NEXT MEETING

6.1 The next meeting was confirmed as Tuesday 16 December 2008. Councillor Wendy Brackenbury presented her apologies for the meeting. **KO**

Chairman

3.1 It was

RESOLVED

That, with the exception of the recruitment consultant, the public and press be excluded from the meeting during consideration of the following item of business because exempt information, as defined under paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972, may be disclosed.

4.0 RECRUITMENT OF EXECUTIVE DIRECTOR AND MONITORING OFFICER

4.1 Further to minute 5.0 (10 November 2008), the Chief Executive advised Members of the process at the Assessment Centre attended by the four shortlisted candidates for the above post earlier that day (a fifth candidate had withdrawn). As well as two individual exercises and a group exercise, the candidates had held discussions with the Chief Executive and Executive Directors. Feedback was given on each candidate in alphabetical order, and Members noted both positive and negative aspects of their performance. It was

RESOLVED

- (1) That two of the shortlisted candidates be invited to interview by the Sub-Committee.
- (2) That the meeting be adjourned until 10.30 am on Tuesday 3 February to enable interviews and presentations from the candidates to take place.

5.0 INTERVIEWS

5.1 The meeting resumed at **10.30am on 3 February** and the Sub-Committee interviewed the two candidates selected under minute 4.1 above.

Each candidate gave a short presentation on the theme *What I will do in my first three months as Executive Director/Monitoring Officer* and answered questions from Sub-Committee Members and the Chief Executive.

5.2 Following the interviews and presentations, and after the considering the abilities and qualities of the candidates, the Sub-Committee

UNANIMOUSLY RESOLVED TO RECOMMEND:

That Sharn Matthews, currently employed by Chester City Council, be appointed to the post of Executive Director and Monitoring Officer with effect from a date to be negotiated with her by the Chief Executive. **CX**

Chairman