

APPOINTMENTS COMMITTEE

21 MAY 2009

(6.30pm - 7.03pm)

PRESENT: Councillor Samantha George (in the Chair); Councillors Mark Betteridge, Margaret Brierly, Martin Whelton, Diane Neil Mills and David Simpson

Apologies for absence were received from: Councillors Maxi Martin, George Reynolds and David Williams

1 DECLARATIONS OF INTEREST (Agenda Item 1)

None advised.

2 APPOINTMENT TO THE POST OF ASSISTANT CHIEF EXECUTIVE (Transformation) (Agenda Item 3)

Following introductory comments made by the Chief Executive, the Committee had regard to a number of issues including the possibility of appointing to the position on the basis of a fixed term contract.

Responding on the matter of a fixed term contract, the Joint Head of Human Resources advised that this would allow a calibration between the length of the appointment and the duration of the project although it may also deter applications from persons of the right calibre.

It was agreed that the council's consultants are asked to give their opinion on the possibility of the post being appointed on the basis of a fixed term contract e.g. 2 plus 1 or 3 plus 1 years; and that the interview panel are asked to consider and ratify the contract term

Note:

Subsequent to the meeting the following advice was received:

The advice from Maureen Nicholas, lead consultant, is that whilst she could appreciate Members' desire to advertise the post as fixed-term to signify the transformational nature of the role, she does consider it would deter applications from the widest possible field of candidates. However, in undertaking the executive search where potential applicants express an interest in undertaking the role on a fixed-term basis she will advise such applicants that the Council is prepared to take a flexible approach. Through such an approach we aim to secure the maximum applicant interest and not deter those seeking either permanent or fixed-term employment. Based on Maureen's advice we recommend this is the optimum way forward for this recruitment campaign.

1.1 Job Description

The following amendments were agreed:

Post Title to be "Transformation Director/Assistant Chief Executive"

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Page 6 of the printed agenda – 1st bullet point to read “Work with elected members, the Chief Executive and all members of the Corporate Management Team to drive transformation and progress and establish a continuous improvement culture to support.....”

Page 7 of the printed agenda – 3rd bullet point – add the word “streamlined” after the word “a” in the second line i.e. “.....and implementation of a streamlined performance management culture that:.....”

1st and 2nd sub-bullet points of 3rd bullet point to be switched

7th bullet point to become the 1st bullet point on page 6 of the printed agenda.

Person Specification

Under “Experience” the 3rd bullet point to become the 1st bullet point.

Advert

Advertising of the post would utilise the Sunday Times, MJ on-line and Guardian on-line.

Salary

It was confirmed that the suggested salary of 90k is consistent with the London Council's assessment of similar posts.

It was considered appropriate to be explicit in the advert in respect of the salary quotation with the consultants to take a view according to their findings.

The Chairman put the recommendations to the meeting and it was

RESOLVED That:

A subject to the amendments detailed above, the Committee approves the job description and person specification, and the recruitment process, for the post of Transformation Director/Assistant Chief Executive;

B Councillors David Williams, Samantha George and Mark Betteridge serve as members of the formal interview panel for the post of Transformation Director/Assistant Chief Executive; and that the Panel take a view on and ratify the contract term; and

C the Committee approves the proposal to advertise the post of Transformation Director/Assistant Chief Executive with the salary of circa £90K, which includes the basic salary range plus a £5K – 10K market supplement and to increase the market supplement above this if an exceptional candidate is found but cannot be secured at this salary.