

Supplementary Agenda



Rural Capital of Food

Meeting name	Meeting of the Recruitment Committee
Date	Thursday, 22 March 2018
Start time	9.00 am
Venue	Parkside, Station Approach, Burton Street, Melton Mowbray, LE13 1GH
Other information	This meeting is open to the public

Meeting enquiries	Carolyn Appleby
Direct Dial	01664 502502
Email	cappleby@melton.gov.uk

No.	Item	Page No.
2.	MINUTES To confirm the minutes of the 7 March 2018.	1 - 4
5.	DIRECTOR RECRUITMENT - DIRECTOR FOR LEGAL AND DEMOCRATIC SERVICES For the Chief Executive to provide a report to the committee on the performance of each shortlisted candidate at the assessment centre and for the committee to interview each candidate before deciding whether to make an offer of employment.	5 - 8

This page is intentionally left blank



Rural Capital of Food

Minutes

Meeting name	Recruitment Committee
Date	Wednesday, 7 March 2018
Start time	9.30 am
Venue	Parkside, Station Approach, Burton Street, Melton Mowbray, LE13 1GH

Present:

Chair Councillor J. Orson (Chair)

Councillors L. Higgins (Vice-Chair) P. Cumbers
M. Glancy E. Holmes
J. Illingworth A. Pearson

Observers Councillor John Wyatt

Officers Chief Executive
HR & Communications Manager

Luke Judd - Consultant

Minute No.	Minute
RC9	<p>Apologies For Absence There were no apologies</p>
RC10	<p>Minutes These were approved.</p>
RC11	<p>Declarations of Interest The Chief Executive noted that there would be knowledge of internal candidates and those from Ashfield Council. This will apply to others on the panel as well.</p>
RC12	<p>Urgent Business There was no urgent business</p>
RC13	<p>Director Recruitment - Director for Growth and Regeneration The Chief Executive submitted a report to consider and agree the short list for the Director recruitment. The Chief Executive introduced Luke Judd from Gatenby Sanderson to take Members through the results of the technical assessment and the short list process.</p> <p>The consultant explained that a technical interview had taken place over three days for both posts. Due to the inclement weather adjustments were made to see candidates via skype where they were unable to attend in person. A summary sheet had been provided for Members detailing the views from both the consultant and professional technical assessor, along with all the candidates' application forms. Candidates have been split into 3 sections, the A's being recommended to proceed through to the next stage, B's being marginal to the C's not recommended. The Consultant confirmed that the next step following the shortlist would be a 2 day assessment centre to include a final interview panel with Members of the Recruitment Committee.</p> <p>The Chief Executive submitted a report to consider and agree the short list for the Director recruitment. The recruitment consultant talked members of the committee through each of the candidates and the assessments made against the role requirements and person specifications. Members asked questions and considered the following recommendation.</p> <p>RECOMMENDATION:</p> <ol style="list-style-type: none"> 1. The Committee considers and agrees a shortlist for the Growth and Regeneration Director post. 2. That delegation be granted to the Chief Executive in consultation with the Consultant from Gatenby Sanderson and HR and Communications Manager, to approve the programme for the assessment centre including the final questions and presentation for the Member panel. <p>RESOLVED THAT:</p>

	<ol style="list-style-type: none"> 1. The Committee considered the recommendations from the consultant and made a unanimous decision to accept the recommendation to put forward the selected candidates to the assessment centre. Additionally the committee made the decision to also put forward one other candidate. 2. Delegated authority be granted to the Chief Executive in consultation with the Consultant and HR and Communication Manager to approve the final programme for the assessment centre including final questions and presentation topic.
RC14	<p>Director Recruitment - Director for Legal and Democratic Services</p> <p>The recruitment consultant talked members of the committee through each of the candidates and the assessments made against the role requirements and person specifications. He advised that one candidate had not attended the interview and was therefore ruled out and another had withdrawn from the process. Members asked questions and considered the following recommendation.</p> <p>RECOMMENDATIONS:</p> <ol style="list-style-type: none"> 1. The Committee considers and agrees a shortlist for the Legal and Democratic Director post. 2. That delegation be granted to the Chief Executive in consultation with the Consultant from Gatenby Sanderson and HR and Communications Manager, to approve the programme for the assessment centre including the final questions and presentation for the Member panel. <p>RESOLVED THAT:</p> <ol style="list-style-type: none"> 1. The Committee considered the recommendations from the consultant and made a unanimous decision to accept the recommendation to put forward the selected candidates to the assessment centre. Additionally the committee made the decision to also put forward a further candidate. 2. Delegated authority be granted to the Chief Executive in consultation with the Consultant and HR and Communication Manager to approve the final programme for the assessment centre including final questions and presentation topic.

At the conclusion of the meeting all Members were asked to consider and comment on suggested draft questions for the final interview panel. Comments were noted to be fed into the final decision.

The meeting closed at: 11.10 am

Chair

This page is intentionally left blank

Agenda Item 5

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank