

Minutes

Meeting name	Recruitment Committee
Date	Tuesday, 27 March 2018
Start time	9.00 am
Venue	Phoenix House, Nottingham Road, Melton Mowbray, Leicestershire, LE13 0UL

Present:

Chair Councillor J. Orson (Chair)

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

Observers

Officers Chief Executive
HR & Communications Manager

Luke Judd - Consultant

Minute No.	Minute
RC20	<p>Apologies For Absence There were no apologies for absence</p>
RC21	<p>Minutes The minutes of the 22 March 2018 were confirmed and authorised to be signed by the chair.</p>
RC22	<p>Declarations of Interest There were none to be declared.</p>
RC23	<p>Urgent Business There was no urgent business.</p>
RC24	<p>DIRECTOR RECRUITMENT - DIRECTOR FOR GROWTH AND REGENERATION</p> <p>The Chair opened the meeting and discussed an email sent the previous evening by one of the committee members outlining a concern regarding the process. This email was acknowledged however it was noted that the recruitment process was being followed in accordance with that approved by Full Council and therefore no further action was required. The meeting continued.</p> <p>The Chief Executive submitted a report to the committee, to consider and agree the successful candidate for the appointment of Director for Growth and Regeneration. It was explained that the previous day, 5 candidates had taken part in a variety of panels and activities. At the end of the day there had been a feedback session where it was felt two of the candidates fell below the standard required for the Director role. As a result 3 of the candidates were being put forward for the Member Panel interview.</p> <p>The Consultant confirmed that it had been a good interactive day and that there had been consensus from the various panels on the 2 candidates who fell short of the standard.</p> <p>The consultant advised that the candidates have been given a presentation topic and 30 minutes to prepare a 10 minutes presentation using a flip chart. This will be the first part of the interview and a series of set questions will follow to be put to each of the candidates in turn.</p> <p>The Chair of the Committee confirmed that no supplementary questions are to be asked unless they are for clarification purpose. All questions to candidates to be asked in the same way.</p> <p>The order for the interviews was confirmed.</p> <p>Following the interviews The Committee discussed their findings and agreed to make an appointment to the role.</p>

A further recommendation was made that the Chief Executive in consultation with the Leader be delegated authority to make a second offer to the second placed candidate if negotiation with the recommended candidate fell through. All members were in favour.

The Consultant confirmed that references had been taken up for all the candidates and there were no issues to report as a result.

RECOMMENDATIONS that the Committee:

2.1 Following the selection process including interview, agree a successful candidate to make an offer of appointment to the post of Director for Growth and Regeneration.

2.2 That in event of 1 being made, delegation be granted to the Chief Executive in consultation with the Consultant from Gatenby Sanderson and HR and Communications Manager, to agree the final offer of employment to include salary and start date with the successful candidate.

2.3 That the Chief Executive in consultation with the Leader be delegated authority to make a second offer to the second placed candidate if negotiation with the recommended candidate fell through.

RESOLVED THAT:

2.1 The offer of appointment for the post of Director for Growth and Regeneration be made to the selected candidate.

2.2 That the Consultant and Chief Executive make the offer of employment followed up with contracts and relevant information from the HR and Communications Manager

2.3 That the Chief Executive in consultation with the Leader be delegated authority to make a second offer to the second placed candidate if negotiation with the recommended candidate fell through if negotiation with the recommended fell through.

The meeting closed at: 1.55 pm

Chair