

JNC Staffing Matters Committee Minutes

Date: 8 October 2013

Time: 4.00 - 5.00 pm

PRESENT: Councillor R J Scott (in the Chair)

Councillors D A Johncock, N B Marshall and H L McCarthy, Mrs J A Adey

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor S F Parker and Councillor B R Pollock JP.

2 MINUTES

RESOLVED: That the minutes of the meeting of the Committee held on 14 March 2013 be approved as a true record and signed by the Chairman.

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That the Press and Public be excluded from the meeting during consideration of minutes 5 and 6 as they contained exempt information as defined in Paragraphs 1-7, Part 1, Schedule 12A (as amended), more particularly as follows:-

Item No 5 - Report from SOLACE Enterprises (Recruitment Consultants) – Head of Planning and Sustainability

Item No 6 – Arrangements For Final Interviews – Head of Planning and Sustainability

Information relating to any individual.

(Paragraph 1, Schedule 12A, Local Government Act 1972)

[The distress that could be caused to the individual is not commensurate with the benefits of disclosure to the public.]

5 REPORT FROM SOLACE ENTERPRISES (RECRUITMENT CONSULTANTS) - HEAD OF PLANNING & SUSTAINABILITY

The Committee welcomed Mr Steve Guest from SOLACE Enterprises to the meeting. Mr Guest provided a summary of the recruitment process that had been undertaken for the post of Head of Planning and Sustainability.

Members noted that 23 applications had been received for the position, and Mr Guest outlined that 12 of these had deemed to have met the criteria for the position. The Committee was informed of the process that had been undertaken, and that this had included evaluation set against the personal specification and job description for the post, and liaison with a technical planning professional.

Mr Guest explained that a technical interview had then taken place with each of the 12 individuals and arising from this, was his report to Members at this meeting recommending those individuals to be taken forward to the final selection process.

Mr Guest provided an outline on each of the individuals following the technical interview and the Committee considered each of these in detail. During discussion, Members asked questions on the performance on the candidates and the suitability to the post in question.

It was noted that each of the candidates would receive feedback.

The Committee agreed to support the recommended final short-list for the final assessment stage of the process.

RESOLVED: That the following candidates be selected for the final assessment phase of the process:

- Stuart Harrison
- Jenifer Jackson
- Kevin Steptoe
- Penelope Tollit

6 ARRANGEMENTS FOR FINAL INTERVIEWS - HEAD OF PLANNING & SUSTAINABILITY

The Committee considered the arrangements for the final interviews. It had previously been agreed that these would be held on 16 and 17 October 2013 at the Uplands House, Four Ashes Road, High Wycombe.

It was noted that, unfortunately, one of the four short-listed candidates had indicated that they were attending a course on 16 October and would not be able to attend the full day. Discussion took place on how to proceed with the final assessments and it was agreed that the proposed structure should be revised and be split over the two days, with two of the candidates attending on 16 October and the other two on 17 October.

It was agreed that this would allow the dates previously agreed to be utilised.

Members asked the Corporate Director and Head of HR, ICT and Customer Services to revise the programme for the final assessments accordingly to reflect this. The Committee also asked for copies of the personal specification and job description for the post in advance of the interviews. It was also agreed that Councillors Johncock and Marshall should work together to agree the questions to be asked at the interviews, based on a list of recommended questions that had been compiled for the Committee.

It was also noted that the Chairman would be unable to attend the final assessment stage and that Councillor Mrs Adey would be attending as his standing deputy.

RESOLVED: That

- a) the final assessment stage take place on 16 and 17 October 2013 at Uplands House, Four Ashes Road, High Wycombe, and that the final programme be finalised by the Corporate Director and Head of HR, ICT and Customer Services.
- b) The job description and personal specification for the post be circulated to Members of the Committee with the documentation for the final assessment stage.
- c) Councillors Johncock and Marshall finalise the list of questions for the interview stage.

Chairman

The following officers were in attendance at the meeting:

Ian Hunt	- Democratic Services Manager
John McMillan	- Head of Human Resources
Karen Satterford	- Chief Executive
Ian Westgate	- Corporate Director