

# JNC Staffing Matters Committee Minutes

Date: 10 June 2015

Time: 5.30 - 7.39 pm

**PRESENT:** Councillor Ms K S Wood (in the Chair)

Councillors Mrs L M Clarke OBE, R Raja, J A Savage and R Wilson,

Mr David Slatter, Associate Director, Penna Consultants, was also in attendance.

## 1 MINUTES

**RESOLVED:** That the minutes of the meeting of the Committee held on 26 February 2015 be approved as a true record and signed by the Chairman.

## 2 APOLOGIES FOR ABSENCE

There were no apologies for absence.

## 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 minute 5 as it contains exempt information as defined in Paragraphs 1-7, Part 1, Schedule 12A (as amended), more particularly as follows:-

Minute No 5 – JNC Staffing Matters – Background To Appointment To Post Of Corporate Director (Growth & Regeneration).

Minute No 6 – JNC Staffing Matters – Consideration Of The Short-Listing Report

Minute No 7 – JNC Staffing Matters – Final Selection Process

Minute No 8 – Any Other Business

Information relating to any individual.

(Paragraph 1, Part 1 of 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 JNC STAFFING MATTERS - BACKGROUND TO APPOINTMENT TO POST OF CORPORATE DIRECTOR (GROWTH & REGENERATION)**

The Chief Executive outlined the background to the recruitment process for the post of Corporate Director (Growth and Regeneration).

Members noted the strategic need to recruit to the post, together with the decision taken at the last meeting of the Committee to authorise the Chief Executive to start the process of recruitment to the post, to be effective from October 2015.

Members thanked the Chief Executive for her update.

## **6 JNC STAFFING MATTERS - CONSIDERATION OF THE SHORT-LISTING REPORT**

The Committee welcomed Mr David Slatter from Penna Consultants to the meeting. Mr Slatter provided a detailed summary of the recruitment process that had been undertaken for the post of Corporate Director (Growth and Regeneration).

Members had been provided with the applications received from each of the candidates, together with a summary from Penna on each of them, following an initial recruitment stage.

The total number of applications was noted, together with the proposed recommendations from Penna in relation to which candidates should be selected for interview.

Following detailed consideration, it was

**RESOLVED:** That four candidates be invited to the interview stage of the recruitment process, these identified as the first, second, third and fifth candidates listed within the Short-Listing Report circulated by Penna.

## **7 JNC STAFFING MATTERS - FINAL SELECTION PROCESS**

The Committee considered the arrangements for the final interviews, and it was agreed that these would take place over two days, on Tuesday 16 and Wednesday 17 June. The interviews would be held in the Council Offices.

Members agreed a draft programme for the interviews, and it was noted that a finalised programme would be circulated to Committee members ahead of the interview days.

It was noted that a formal meeting of the Committee would be required at the end of the interviews process on 17 June to enable the formal offer of appointment to be recorded.

**RESOLVED:** That the interviews be held on Tuesday 16 and Wednesday 17 June in the Council offices, and that a formal meeting of the Committee take place at the conclusion of the process on 17 June to enable the formal offer of appointment to be recorded.

**8 JNC STAFFING MATTERS - ANY OTHER BUSINESS**

There was no any other business.

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Chairman

**The following officers were in attendance at the meeting:**

Ian Hunt	- Democratic Services Manager
John McMillan	- Head of HR, ICT & Customer Services
Karen Satterford	- Chief Executive