

EMPLOYMENT PROCEDURE COMMITTEE

**MEETING HELD AT THE REMOTE MEETING
ON 26 MARCH 2021**

PRESENT: Councillor Hardy (in the Chair)
Councillors Pugh and Veidman

54. APPOINTMENT OF CHAIR

RESOLVED:

That Councillor Hardy be appointed Chair for this and subsequent meetings relating to recruitment to the post of Service Manager Investment and Housing.

55. APOLOGIES FOR ABSENCE

No apologies for absence were received.

56. DECLARATIONS OF INTEREST

No declarations of interest were received.

57. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

That, under Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it would involve the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A to the Act. The Public Interest Test has been applied and favours exclusion of the information from the press and public.

58. RECRUITMENT OF SERVICE MANAGER INVESTMENT AND HOUSING

The Committee considered the report of the Head of Regeneration and Housing relating to recruitment to the post of Service Manager Investment and Housing.

The report updated Members on the recruitment process so far, the process for completion of the appointment of the Service Manager Investment and Housing; and sought approval for the recommended shortlist for progression to the next stage of the selection process.

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2021

RESOLVED: That

- (1) the recommended shortlist of candidates for progression to the Technical Interview stage which will be with the Head of Regeneration and Housing and other officers as appropriate, be approved;
- (2) the Head of Regeneration and Housing in consultation with the Chair of the Employment Procedure Committee (EPC) be authorised to sift the candidates following Technical Interviews, if necessary, to enable candidates to be taken forward to the next stage of the recruitment process, which is formal interviews with the Employment Procedure Committee;
- (3) it be agreed that a Senior Personnel Officer in consultation with the Chair of the EPC will determine whether the EPC interviews, scheduled to take place on Friday 16 April 2021, commencing at 9.30 am, will be held at Bootle Town Hall or remotely via Microsoft Teams. The members of the Committee indicated a preference for interviews in person;
- (4) It be noted that the post of Service Manager Investment and Housing is graded at Senior Management Hay Grade 5 at a salary of £63,657 - £70,029 per annum;
- (5) a copy of the advertisement at Annex 1 to the report be noted; and
- (6) the job description and person specification at Annex 4 to the report be noted.