

EMPLOYMENT PROCEDURE COMMITTEE

**MEETING HELD AT BOOTLE TOWN HALL
AT 10.00 AM ON WEDNESDAY 11 MAY 2021**

PRESENT: Councillor Hardy (Chair)
Councillor Moncur

1. APPOINTMENT OF CHAIR

RESOLVED:

That Councillor Hardy be appointed Chair for this and subsequent meetings of the Employment Procedure Committee relating to recruitment to the Head of Communities post.

2. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Pugh.

3. DECLARATIONS OF INTEREST

No declarations of interest were received.

4. MINUTES OF PREVIOUS MEETINGS

RESOLVED:

That the minutes of the following meetings of the Employment Procedure Committee be confirmed as a correct record:

- 12 April 2021 – Head of Operational Inhouse Services - Interviews
- 16 April 2021 – Service Manager Investment and Housing - Interviews

5. 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.

6. RECRUITMENT TO HEAD OF COMMUNITIES

The Committee considered the report of the Executive Director People relating to recruitment to the post of Head of Communities.

The report updated Members on the recruitment process so far, the process for completion of the appointment of the Head of Communities and sought approval for the recommended shortlist for progression to the next stage of the selection process.

RESOLVED: That

- (1) the applications and recommended shortlist of candidates be approved for progression to the Technical Interview stage to be conducted by the Executive Director People;
- (2) the Executive Director People be authorised to conduct an initial sift in consultation with the Chair of the EPC following the Technical Interviews, which will enable candidates to be taken forward to the next stage of the recruitment process - which is the Stakeholder and One Council interviews and final EPC process;
- (3) the Executive Director People and other Officers as required, be authorised to conduct a further sift in consultation with the Chair of the EPC following the Stakeholder and One Council interviews which will be prior to the formal interviews with the Employment Procedure Committee;
- (4) it be noted that the Head of Communities is graded at Senior Management Hay 3 at a salary of £87,597 per annum;
- (5) the job advertisement detailed at Annex 1 to the report be noted;
and
- (6) the job description and person specification set out at Annex 3 to the report be noted.