

EMPLOYMENT PROCEDURE COMMITTEE

**MEETING HELD AT BOOTLE TOWN HALL
AT 2.00 PM ON 11 MAY 2021**

PRESENT: Councillor Lappin (in the Chair)
Councillor Moncur

7. APPOINTMENT OF CHAIR

RESOLVED:

That Councillor Lappin be appointed Chair for this and subsequent meetings of the Employment Procedure Committee relating to recruitment to the post of Service Manager Finance.

8. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Pugh.

9. DECLARATIONS OF INTEREST

No declarations of interest were received.

10. 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.

**11. RECRUITMENT TO THE POST OF SERVICE MANAGER
FINANCE**

The Committee considered the report of the Executive Director of Corporate Resources and Customer Services relating to recruitment to the post of Service Manager Finance.

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

The Executive Director explained that in seeking to recruit he felt there were difficulties in recruitment, given the role and the potential benefits to

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candidates and the role he was seeking. This was reflected in the smaller number of candidates. The Employment Procedure Committee also heard from the Chief Personnel Officer in this regard.

RESOLVED: That

- (1) the applications and recommended shortlist of candidates be approved for progression to the technical interview stage with the Executive Director of Corporate Resources and Customer Services and Chief Personnel Officer;
- (2) the Executive Director Corporate Resources and Customer Services and the Chief Personnel Officer be authorised to conduct an initial sift in consultation with the Chair of the Employment Procedure Committee following the Technical Interviews. This will enable candidates to be taken forward to the next stage of the recruitment process, which is the formal interviews with the Employment Procedure Committee;
- (3) following technical interviews, the Executive Director be authorised to consider matters along with the Chair (also being the Cabinet Member Regulatory, Compliance and Corporate Services) if no suitable candidates for progression in the process are identified;
- (4) authorisation be granted for officers to seek to modify the role and benefits (including grade or through market supplement) in future recruitment if it is felt necessary for the organisation. This will be in accordance with existing policies;
- (5) subject to the agreement of the Cabinet Member for Regulatory, Compliance and Corporate Services, approval be given for any new role to be advertised without returning to Committee;
- (6) it be noted that in respect of any actions, it will also be necessary for the Executive Director to consult with and seek the approval of the Chief Executive;
- (7) it be noted that the service Manager Finance post is graded at Hay Grade 5 at a salary of £63,657 to £70,029 per annum;
- (8) the job advertisement detailed at Annex 1 to the report be noted; and
- (9) the job description and person specification set out at Annex 4; be noted.