

EMPLOYMENT PROCEDURE COMMITTEE

**MEETING HELD AT BOOTLE TOWN HALL
ON 26 JULY 2021**

PRESENT: Councillors Cummins and Moncur.

27. APPOINTMENT OF CHAIR

RESOLVED:

That Councillor Cummins be appointed Chair for this and subsequent meetings relating to recruitment to the post of Head of Adult Social Care.

Councillor Cummins
(in the Chair)

28. APOLOGIES FOR ABSENCE

No apologies for absence were received.

29. DECLARATIONS OF INTEREST

No declarations of interest were received.

30. MINUTES OF THE MEETING HELD ON 25 JUNE 2021

RESOLVED:

That the Minutes of the Meeting held on 25 June 2021 be confirmed as a correct record.

31. 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.

32. RECRUITMENT TO THE POST OF HEAD OF ADULT SOCIAL CARE

The Committee considered the report of the Executive Director of Adult Social Care and Health relating to recruitment to the post of Head of Adult Social Care.

The report updated Members on the recruitment process so far, the process for completion of the appointment of the Head of Adult Social Care and sought approval for the recommended shortlist for progression to the next stages 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 Adult Social Care and Health and the Chief Personnel Officer;
- (2) the Executive Director of Adult Social Care and Health and the Chief Personnel Officer be authorised to conduct an initial sift in consultation with the Chair of the Employment Procedure Committee (EPC) following the Technical Interviews, which will enable candidates to be taken forward to the next stages of the recruitment process, which is the Stakeholder Panel, the One Council interviews and then the final EPC process;
- (3) the Executive Director of Adult Social Care and Health and the Chief Personnel Officer be authorised to conduct a further sift in consultation with the Chair of the EPC following the Stakeholder Panel 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 Adult Social Care is graded at Senior Management Hay Grade 3 at a salary of £87,597 per annum;
- (5) the job advertisement detailed at Annex 1 to the report be noted;
- (6) the job description and person specification set out at Annex 3 to the report be noted; and
- (7) the full recruitment timetable and process set out at Annex 5 be noted.