

EMPLOYMENT PROCEDURE COMMITTEE

**MEETING HELD AT THE TOWN HALL, BOOTLE
ON WEDNESDAY 1ST FEBRUARY, 2023**

PRESENT: Councillor Ian Maher (in the Chair)
Councillors Brough, Fairclough, Hardy, Lappin and Pugh

65. APPOINTMENT OF CHAIR

RESOLVED:

That Councillor Ian Maher be appointed Chair for this and subsequent meetings of the Committee relating to recruitment to the post of Chief Executive Officer.

66. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Moncur.

67. DECLARATIONS OF INTEREST

No declarations of interest were received.

68. MINUTES OF THE MEETING HELD ON 25 JANUARY 2023

RESOLVED:

That the minutes of the meeting held on 25 January 2023 be confirmed as a correct record.

69. 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 3 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.

70. RECRUITMENT OF CHIEF EXECUTIVE OFFICER

The Committee considered the joint report of the Chief Executive Officer and Chief Personnel Officer setting out the proposed recruitment process for the appointment of a new Chief Executive Officer for Sefton Council.

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The Committee also considered applications from the following external recruitment agencies to support the recruitment process:

- Executive Recruitment Group Ltd
- GatenbySanderson
- Starfish
- Odgers Interim
- Stone Executive

RESOLVED:

That approval be given for the following:

- (1) the job description and person specification as set out at Annex 1 of the report;
- (2) the format and wording of the job advertisement as set out at Annex 2 of the report;
- (3) that the job advertisement be placed within the Municipal Journal (print and on-line edition), the Guardian on-line, the Council's Twitter feed, Facebook, LinkedIn, Jobsgopublic and Sefton's website;
- (4) that the external recruitment agency, Starfish be appointed to support the recruitment process in respect of applicant search up to and including the meeting to agree the longlist of shortlisted applicants;
- (5) the full proposed recruitment timetable and process as set at Annex 3 of the report;
- (6) that the Chief Executive and Chief Personnel Officer be authorised to assess initial applications in consultation with the Chair, and then arrange an initial technical interview process for those candidates deemed suitable for progression;
- (7) the technical interview be carried out by the Chief Executive, supported by the recently retired Chief Executive of Bedford Council, with a view to recommending a shortlist for the full selection process;
- (8) the Chair be authorised to agree a presentation topic for the Day 2 final interview with the Employment Procedure Committee;
- (9) the Chair be delegated to consider the terms of offer made to a suitable candidate. The approved salary for the post being £155,279 to £170,615 per annum, subject to Market Supplement under the existing Pay Policy. Such offer subject to Council formal approval;
- (10) the Council at its scheduled meeting on 20 April 2023 receive the Committee's recommendation for formal approval of the appointment of the successful candidate (subject to any material and well-founded

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objection by any Cabinet Member); and

- (11) the Council be requested to approve the salary for the successful candidate which will be over £100,000 per annum.