

EMPLOYMENT PROCEDURE COMMITTEE

**MEETING HELD AT THE TOWN HALL, BOOTLE
ON 16 JULY 2024**

PRESENT: Councillor Moncur (in the Chair)
Councillor Parker.

1. APPOINTMENT OF CHAIR

RESOLVED:

That Councillor Moncur be appointed as Chair for this and subsequent meetings of the Employment Procedure Committee relating to recruitment to the post of Head of HR & Workforce.

2. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Pugh.

3. DECLARATIONS OF INTEREST

No declarations of any disclosable pecuniary interest were received.

4. MINUTES OF THE MEETING HELD ON 22 APRIL 2024

RESOLVED:

That the minutes of the meeting held on 22 April 2024 be confirmed as a correct record.

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(s) of business on the grounds that it/they would involve(s) 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 THE POST OF HEAD OF HR & WORKFORCE

The Committee considered the report of the Executive Director of Corporate Services and Commercial relating to recruitment to the post of Head of HR & Workforce.

RESOLVED: That

- (1) the shortlist of candidates for progression to the final interview stage be approved.
- (2) it be noted that:
 - (a) the former job title of Chief Personnel Officer was redesignated to Head of HR & Workforce to reflect the role more accurately. The grade remains at Hay 4, salary £83,049 per annum (pay award pending).
 - (b) the recruitment agency Starfish carried out an executive search on behalf of the Council and an online advert was placed in the Guardian and Personnel Management. The job was also advertised on Jobs Go Public and Sefton's website, along with appropriate social media such as the Council's 'X' feed, Facebook, and LinkedIn.
 - (c) a copy of the job advertisement was at Appendix 1 of the report submitted.
 - (d) the job description and person specification were set out at Appendix 2 of the report submitted.
 - (e) technical interviews had been held on 10 July 2024. The Executive Director of Corporate Services and Commercial provided feedback to support the recommendation of who should progress to the final interview stage.