

## **PERSONNEL COMMITTEE**

**Thursday, 22 October 2020 at 3.00 pm**

### **Virtual meeting via Microsoft Teams**

Held in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020; and conducted according to the Council's Standing Orders for Remote Meetings and those set out in the Council's Constitution.

**Committee Members present:** Councillor M. Bird (Chair)  
Councillor A. Andrew (Vice-Chair)  
Councillor A. Harris  
Councillor N. Gultasib  
Councillor K. Hussain  
Councillor A. Nawaz

**In attendance:** Dr H. Paterson, Chief Executive  
Ms D. Hindson, Interim Executive Director – Resources  
and Transformation (Item 5/Minute 90/20 only)  
Mr I. Sutheran, Human Resources Manager –  
Recruitment and Transactional  
Dr P. Fantom, Democratic Services Officer  
Mr D. Slatter, Penna (Item 6/Minute 91/20 only)  
Ms H. Alwell, Penna (Item 6/Minute 91/20 only)

## **WELCOME**

The Chair opened the meeting by welcoming everyone, and explaining the rules of procedure and legal context in which the meeting was being held. He also directed the members of the public viewing the meeting to the papers, which could be found on the Council's Committee Management Information system (CMIS) webpage.

Members and officers confirmed that they could both see and hear the proceedings.

### **84/20 APOLOGIES**

Apologies for absence were received on behalf of Councillors Allen and Chattha.

### **85/20 SUBSTITUTIONS**

There were no substitutions.

### **86/20 DECLARATIONS OF INTEREST AND PARTY WHIP**

There were no declarations of interest or party whip for the duration of the meeting.

**87/20 LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985  
(AS AMENDED)**

**Resolved** (by assent):

That the public be excluded from the meeting during consideration of the item set out in the private agenda for the reasons set out therein and Section 100A of the Local Government Act 1972.

**88/20 PRIVATE SESSION**

**Exclusion of the Public**

**Resolved** (by assent):

That, during consideration of the remaining item on the agenda, the Committee consider that the item for consideration is exempt information for the reasons set out therein and Section 100A of the Local Government Act 1972 and accordingly resolved to consider the item in private.

**89/20 MINUTES**

**Resolved** (unanimously by roll call):

That the minutes of the meeting held on 22 September 2020, a copy having previously been circulated, be approved and signed by the Chair as a true and accurate record.

**90/20 RECRUITMENT TO THE POSITION OF DIRECTOR OF TRANSFORMATION  
AND DIGITAL**

A report on the recruitment to the post of Director of Transformation and Digital was submitted [Annexed].

The Human Resources Manager – Recruitment and Transactional presented the report and highlighted the salient points. The position of Director of Transformation and Digital had become vacant on 20 October 2020 and recruiting on an interim and permanent basis was a priority to ensure that the Council's transformation programme remained on track to deliver against its corporate objectives. Authority was sought to commence the recruitment process to make both an interim and a permanent appointment to this post.

To improve the efficient scheduling of meetings, the Chair asked that in future Members be advised by email of the number of candidates to be considered for short listing.

**Resolved** (by assent):

1. That the officers be authorised to commence the internal recruitment process for the appointment of an Interim Director of Transformation and Digital, with this being made on an acting-up basis;

2. That the Interim Executive Director – Resources and Transformation seek the agreement of the Leader of the Council and the Leader of the Opposition for the authorisation to:
  - (a) Shortlist internal applications received for this position;
  - (b) Interview and appoint a successful internal applicant on an acting-up basis for a period of up to six months with the option to extend for a further six months, if required.
3. That, should the internal recruitment process be unsuccessful, the Interim Executive Director – Resources and Transformation seek the agreement of the Leader of the Council and the Leader of the Opposition for the authorisation to:
  - (a) Procure an external recruitment consultancy;
  - (b) Consider CVs, interview and appoint a successful external applicant for a period of up to six months with the option to extend for a further six months, if required.
4. That the Interim Executive Director – Resources and Transformation be authorised to recruit to this position on a permanent basis, with:
  - (a) The longlisting being carried out by the Leader of the Council, the Leader of the Opposition and the Portfolio Holder;
  - (b) The short listing and final interviews to be carried out by the Personnel Committee, with performance feedback on the officer selection activities supporting this process (including technical, values-based (Lumina) and staffing panel interviews) being provided to the Personnel Committee prior to short listing.
5. That the officers be authorised to procure the services of an external recruitment consultancy to carry out the search and selection activities for the permanent position of Director of Transformation and Digital.

Ms Hindson left the meeting following this item of business.

(Exempt information under Paragraphs 1, 2 and 4 of Part I of Schedule 12A of the Local Government Act 1972) (As amended).

#### 91/20 **SENIOR RECRUITMENT TO THE POSITION OF EXECUTIVE DIRECTOR – RESOURCES AND TRANSFORMATION: SHORT LISTING**

A report on short listing with reference to the recruitment to the permanent post of Executive Director – Transformation and Digital was submitted [Annexed].

The Human Resources Manager – Recruitment and Transactional presented the report and highlighted the salient points. Five candidates had initially been long listed but two had withdrawn for personal reasons. The three long listed candidates were interviewed by a stakeholder and staffing panel and by a technical and values panel, and feedback on their performance was provided for the Committee by the representative of Penna, with only one candidate being deemed to be worthy of consideration for progression.

Due to technical difficulties, Councillor Harris had been unable to join the meeting until this point in the proceedings and did not, therefore, take part in the discussion or vote on this matter.

**Resolved** (by assent):

1. That none of the three candidates be short listed for final interview by the Personnel Committee for the permanent position of Executive Director – Resources and Transformation;
2. That a further report on this matter be presented to a future meeting of the Personnel Committee.

(Exempt information under Paragraphs 1, 2 and 4 of Part I of Schedule 12A of the Local Government Act 1972) (As amended).

There being no further business, the meeting terminated at 3.21 pm.

Chair.....

Date.....