

Personnel Committee – Special Meeting

Conference 2, at the Council House, Walsall

Tuesday, 22 October 2022 at 6.00p.m.

Committee Members present:

Councillor M. Bird (Chair)
Councillor A. Andrew
Councillor S. Elson
Councillor A. Garcha
Councillor K. Hussain
Councillor A. Nawaz
Councillor J. Whitehouse

In attendance:

Helen Paterson – Chief Executive
Michelle Leith - Director – Human Resources, Organisational Development & Administration
Neil Picken – Principal Democratic Services Officer

65/22 Apologies

An apology for absence was received on behalf of Councillor N. Gultasib.

66/22 Declarations of Interest

There were no declarations of interest.

67/22 Local Government (Access to Information) Act 1985 (as amended):

Private session - Exclusion of public

Resolved

That during consideration of the remaining item on the agenda, the Committee considers that the item for consideration is exempt information by virtue of the appropriate paragraph(s) of Part I of Schedule 12A of the Local Government Act, 1972, and accordingly resolves to consider the item in private.

68/22 Recruitment of Interim Chief Executive

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

The Director, Human Resources, Organisational Development and Administration, Mrs M. Leith, presented a report in relation to the recruitment of an interim Chief Executive.

(see annexed)

Resolved that:

1. The revised Job Description for the post of Interim Chief Executive (attached) be approved;
2. The Director of Governance (Monitoring Officer) be appointed as Returning Officer for the Council and Electoral Registration Officer until such time that a new substantive Chief Executive commences employment, or the arrangement is reviewed by Personnel Committee;
3. Officers be delegated authority to commence a recruitment process for the Interim Chief Executive;
4. Officers be delegated authority to procure external recruitment consultancy support to provide executive search and selection services to the Council;
5. The timeline and proposed search and selection methodology be approved, as described in paragraph 3.4 of the report submitted;
6. The Chief Executive and Director of Human Resources, Organisation Development & Administration & Business Support, in consultation with the Leader of the Council and Leader of the Opposition, be delegated authority to short list candidates, guided by the external recruitment consultancy; and
7. Personnel Committee will be responsible for final selection interview(s) in order to make an appointment of an interim Chief Executive (if appropriate).

69/22 Arrangements for Returning Officer and Permission to Recruit to the Substantive Post of Chief Executive

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

The Director, HR OD and Administration, presented a report confirming the arrangements for a Returning Officer and seeking permission to recruit to the substantive post of Chief Executive.

In debating the matter, clarity was sought that it was a lawful requirement to have a Head of Paid Service. This was confirmed by officers who clarified that the Head of Paid Service could not take another statutory role such as the Section 151 Officer or Monitoring Officer.

(see annexed).

Resolved

That:-

1. The Job Description for the post of Permanent Chief Executive be approved;
2. Officers be delegated authority to commence a recruitment process for the permanent Chief Executive;
3. Officers be delegated authority to procure external recruitment consultancy support to provide Executive search and selection services to the Council and develop a timetable for the recruitment process in consultation with the Leader of the Council and Leader of the Opposition;
4. The Director of Human Resources, Organisation Development & Administration & Business Support, in consultation with the Leader of the Council and Leader of the Opposition, be delegated authority to long list candidates, guided by the consultancy; and
5. Personnel Committee will be responsible for shortlisting and final selection interview(s) in order to make an appointment of a permanent Chief Executive (if appropriate).

The meeting terminated at 6:50 p.m.

Signed:.....

Date:.....