

CHIEF OFFICERS' EMPLOYMENT PANEL

28 OCTOBER 2005

Chair: Councillor N Shah

Councillors: * Mrs Kinnear (1) * O'Dell (2) (in the Chair)
 * Paddy Lyne * Bill Stephenson (3)
 * C Mote

* Denotes Member present
 (1), (2), (3) Denote Nominee substitute (see Minute 58 below).

PART I - RECOMMENDATIONS -- NIL**PART II - MINUTES**56. **Chair of the Panel:**

The Licensing and General Purposes Committee at its special meeting on 16 May 2005, under the provisions of Committee Procedure Rule 7.2 duly appointed Councillor Navin Shah as Chair of the Panel for the Municipal Year 2005/06.

In the absence of Councillor Navin Shah, nominations were sought for the appointment of a Chair for this meeting. Councillor O'Dell was duly nominated and approved as Chair. Given that both this meeting and a meeting of the Panel on 9 November 2005 would have the same membership and were concerned respectively with the shortlisting and interviews for the post of Executive Director of Urban Living, it was agreed that the appointment as Chair should apply to both these meetings.

RESOLVED: That Councillor O'Dell be appointed Chair of the Chief Officers' Employment Panel for this meeting and for the meeting to be held on 9 November 2005, both being meetings at which the appointed Chair for the 2005/06 Municipal Year was unable to be in attendance.

57. **Arrangement of Agenda:**

RESOLVED: That the item appearing in Part II of the agenda (Minute 61 refers) be considered with the press and public excluded on the grounds that it contained confidential information which was exempt under the provisions of paragraph 1 of Part I to Schedule 12A of the Local Government Act 1972, in that it related to an applicant to become an office holder with the Authority.

58. **Membership:**

RESOLVED: That the attendance of Nominee Members at this meeting, further to the formula membership of the Panel, be noted as follows:-

<u>Original Member</u>	<u>Nominee Member Attending</u>
Councillor D Ashton	Councillor Mrs Kinnear
Councillor Dighé	Councillor O'Dell
Councillor N Shah	Councillor Bill Stephenson

59. **Declarations of Interest:**

RESOLVED: That it be noted that there were no applicable declarations of interest by Members in relation to the business on the agenda for this Panel meeting.

60. **Minutes:**

RESOLVED: That the minutes of the Chief Officer Appointments Panel meeting held on 2 August 2005, having been circulated, be signed as a correct record.

61. **Shortlisting for an Appointment to the Post of Executive Director (Urban Living):**

The meeting received a report from Gatenby Sanderson Recruitment Consultants, on twenty five applications submitted by candidates for the post of Executive Director (Urban Living). The Consultants had interviewed fourteen of those candidates, consequent on which they were recommending nine candidates for short-listing or worthy of consideration. A detailed assessment of each of the top nine candidates interviewed was provided.

Having discussed the merits of the candidates, the preferred short-listing for final interview by the Panel and the arrangements for 9 November were agreed.

RESOLVED: That (1) the five candidates identified be invited to the Assessment Centre process and prospectively for final interview by the Panel for the post of Executive Director (Urban Living);

(2) the one further candidate as agreed be held in reserve, should any of the primary candidates withdraw prior to interview;

(3) the Panel meeting on 9 November 2005 commence at 9.00 am (the timing of the interviews to be dependent on the final number of candidates);

(4) the arrangements for (i) the candidates to make a presentation to Members on 9 November and (ii) for communicating the outcome of the Assessment Centre on 2 November 2005 and a list of proposed questions at interview to Panel Members by 4 November, be as now discussed.

(Note: The meeting having commenced at 9.00 am, closed at 10.30 am)

(Signed) COUNCILLOR P O'DELL
Chair