

PERSONNEL PANEL

MINUTES OF MEETING HELD ON 29 NOVEMBER 2005.

Present: Councillors Mrs CA Giel (Chairman); M Ashbrook; Mrs Y R T Clarkson (PER 15-19); K Hitchen; G Scurrah; N Williams.

Apologies for absence were received from Councillor Miss E Woodburn

Officers: H Mitchell, Head of Policy and Performance; L Gleed, Human Resources Manager; T Capper, Democratic Services Manager; V C Emmerson, Environmental Health Manager (Item 7); C A Lloyd, Business Development Manager (Supplementary Item).

PER 15 Minutes

The minutes of the meeting held on 1 November 2005 were signed by the Chairman as a correct record.

PER 16 Exclusion of Press and Public

RESOLVED - That pursuant to Section 100(A)(4) of the Local Government Act, 1972, as amended, the press and public be excluded from the meeting for the following items of business on the grounds of likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A to the Act.

PER 17 Team Leader (Environmental Protection)

Consideration was given to the proposed Job Profile and grade for this post, including an amendment to the Job Profile to provide for the post to have responsibility for the Scientific Officer and Flood and Coastal Defence Engineer posts.

RESOLVED – that the Job Profile be approved, including the proposed amendment.

PER 18 IT Services

(The Chairman agreed to consideration of this item on grounds of urgency due to the need to resolve the staffing issues referred to as soon as possible.)

Consideration was given to proposed Job Profiles and gradings for the posts of ICT Project Manager/Officer (System Support) and Technical Support Officer ICT. It was noted that there was provision for both posts in the budget approved for ICT in restructuring.

RESOLVED – that proposed job profiles and gradings for the posts of ICT Project Manager/Officer and ICT Technical Support Officer be approved as submitted.

PER 19 Chief Executive Appointment – Constitution of Interview Panel

The Panel considered options for constitution of the final interviewing panel for the recruitment to the Chief Executive post.

RESOLVED – that the Personnel Panel constitute the final interview panel, but that opportunities for involvement of other Members and stakeholders in other stages of the recruitment be considered.

PER 20 Chief Executive Appointment – Progress Update

The Panel received an update report on progress in the recruitment, including advertising, searching and decisions made in respect of the remuneration package for the post, which would comprise a basic salary of £85-90,000, an additional performance related salary element, a petrol allowance, election fees and relocation package.

It was provisionally agreed that further meetings of the panel would be held as follows:

24 January 2006
6 February 2006
15 & 16 February 2006 (final interviews)

The meeting closed at 6.15 pm

Chairman