

PERSONNEL PANEL

MINUTES OF MEETING HELD ON 29 SEPTEMBER 2005.

Present: Councillors Mrs Y R T Clarkson; K Hitchen; G Scurrah; N Williams; Miss E Woodburn

Apologies for absence were received from Councillors M Ashbrook and Mrs CA Giel

Officers: H Mitchell, Head of Policy and Performance; L Gleed, Human Resources Manager; T Capper, Democratic Services Manager

PER 5 Appointment of Chairman of Meeting

It was moved by Councillor G Scurrah, duly seconded and

RESOLVED - That Councillor Miss E Woodburn be appointed Chairman for this meeting.

PER 6 Minutes

The minutes of the meetings held on 20 September were signed by the Chairman as a correct record.

PER 7 Recruitment to Post of Chief Executive – Job Profile

Consideration was given to the existing Job Profile for the post of Chief Executive in connection with the impending recruitment to the post.

RESOLVED – That the Job Profile be approved, subject to the following amendments:

Para 6(a) – Amend to reflect extra duties, not payments

Para 6(b) – Delete reference to leased car

Para 6(d) – Change ‘may’ to ‘will’

Amend Main Purpose to single sentence

Review Duties & Responsibilities

Education & Qualifications – delete 2nd bullet point

And the revised Job Profile be circulated to all members of the Panel and reviewed further prior to advertisement if necessary.

PER 8 Process and Timetable for Recruitment

Consideration was given to a proposed process and timetable for the recruitment.

RESOLVED – That (a) the proposed process and timetable be approved, subject to amendment to provide for inclusion of Members of the Panel in long-listing;

(b) the proposed use of consultants to assist in the recruitment be agreed and a report submitted to Executive on 18 October seeking approval to funding; and

(c) a further meeting be held on Thursday 20 October (provisional start time 9.00 am) to consider the responses to the invitation to potential consultants for expressions of interest in the project.

The meeting closed at 10.05 am

Chairman