

Minutes of a meeting of the Appointment Panel held on Wednesday, 28 February 2018 at 9.00 am in City Hall, Bradford

Commenced 9.55 am
Concluded 10.30 am

Present – Councillors

CONSERVATIVE	LABOUR
Pennington	Hinchcliffe I Khan

1. APPOINTMENT OF CHAIR (Standing Order 35)

Resolved –

That Councillor Hinchcliffe be appointed as Chair of the respective Panels.

Councillor Hinchcliffe in the Chair

2. DISCLOSURES OF INTEREST

No disclosures of interest in matters under consideration were received.

3. INSPECTION OF REPORTS AND BACKGROUND PAPERS

There were no appeals submitted by the public to review decisions to restrict documents.

4. APPOINTMENT PROCESS TO THE POSITIONS OF STRATEGIC DIRECTOR, CORPORATE RESOURCES AND DIRECTOR OF HUMAN RESOURCES

The Chief Executive presented a report, (**Document “A”**) which asked Members to consider, in accordance with the Council’s Officer Employment Procedure Rules, the elements required for the search, assessment and appointment process for the recruitment to the positions of Strategic Director Corporate Resources and Director of Human Resources.

The Interim Human Resources Director gave an overview of the key elements of the appointments process in relation to the two posts, drawing Members’ attention to the timetable, salary and discussions that had taken place with the preferred partner on the job description and the marketing strategy that would be utilised.

Following discussions with the preferred partner, the recruitment timetable had now been revised and Members would be advised of the revisions in due course.

During the discussion Members made the following suggestions and indicated that these elements should be incorporated in to the recruitment process

- That in relation to the Stakeholder Panel for the post of Human Resources Director, members of the Panel could be drawn from staff representatives, HR Director from another Local Authority as well as middle managers from within the Council.
- In relation to the Stakeholder Panel for the post of Strategic Director Corporate Resources, panel members could be drawn from the private sector. In addition potential candidates should have commercial expertise.
- That in relation to the HR Director post, a key challenge for this Council was how to develop service managers and therefore the job description should reflect this.
- That any marketing of the posts should emphasise that ‘Bradford was going places’ and that ‘Bradford was on a journey’.
- That the Section 151 officer requirement may have to be relaxed in relation to the post of Strategic Director Corporate Resources, in order to attract the right calibre of candidate.
- Members also suggested that when the next report is brought to the appointment panel in relation to a recommended shortlist , that information in relation to all applicants from the longlist is shared with the panel.
- In response to a question on the salary scales, it was stressed that both posts were pitched competitively in terms of salary.

Members were advised that if they had any further suggestions in relation to the respective appointments they be emailed to the Interim Human Resources Director.

Resolved –

- (1) That the elements required for the recruitment process to the post of Strategic Director Corporate Resources as briefly outlined in Section 2.4 to Document “A” be agreed.**
- (2) That the elements required for the recruitment process to the post of Director of Human Resources as briefly outlined in Section 2.4 to Document “A” be agreed.**

- (3) That the Appointment Panel delegates to the Chief Executive in consultation with the chair of the Appointment Panel, the responsibility to liaise directly with the search and selection consultant, stakeholder participants if involved and technical advisors to ensure an effective and efficient recruitment process.

Action: Interim Director of Human Resources

Chair

Note: These minutes are subject to approval as a correct record at the next meeting of the Committee.