

Employment Committee Agenda

12 October 2023 at 12pm

**Crompton Room, Civic Centre,
Duke Street, Chelmsford**

Membership

Councillors L Foster (Substitute) M Goldman, J Potter, S Robinson
and R Whitehead

Local people are welcome to attend this meeting, where your elected Councillors take decisions affecting YOU and your City. There will also be an opportunity to ask your Councillors questions or make a statement. If you would like to find out more, please telephone Dan Sharma-Bird in the Democracy Team on Chelmsford (01245) 606523
email dan.sharma-bird@chelmsford.gov.uk, call in at the Civic Centre, or write to the address above. Council staff will also be available to offer advice in the Civic Centre for up to half an hour before the meeting.

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EMPLOYMENT COMMITTEE

12 OCTOBER 2023

AGENDA

PART 1

Items to be considered when members of the public are likely to be present

1. **ELECTION OF CHAIR**
2. **APPOINTMENT OF VICE CHAIR**
3. **APOLOGIES FOR ABSENCE**
4. **MINUTES**

Minutes of the meeting on 11 March 2019

5. **DECLARATIONS OF INTEREST**

All Members are reminded that they must disclose any interests they know they have in items of business on the meeting's agenda and that they must do so at this point on the agenda or as soon as they become aware of the interest. If the interest is a Disclosable Pecuniary Interest they are also obliged to notify the Monitoring Officer within 28 days of the meeting.

PART II (EXEMPT ITEMS)

To consider whether to exclude the public from the meeting during consideration of the following matters, which contain exempt information within the category of Part 1 of Schedule 12A to the Act indicated:

Category: Paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972 (Information relating to an individual)

Public interest statement: It is not in the public interest to release information on items 7 and 8 as it concerns the interests and circumstances of individuals who have an expectation that such information would not normally be released to the public. To do otherwise would establish a precedent for the future treatment of personal information and may harm the Committee's objective assessment of the suitability of each candidate.

7. **INTERVIEW OF SHORTLISTED APPLICANTS FOR THE POST OF DIRECTOR OF SUSTAINABLE COMMUNITIES**
8. **DECISION ON THE APPOINTMENT OF THE DIRECTOR OF SUSTAINABLE COMMUNITIES**

PART 1

After the consideration of Items 7 and 8 the Committee
will re-open the meeting to the public for Item 9

9. **ANNOUNCEMENT OF DECISION ON THE APPOINTMENT OF THE
DIRECTOR OF SUSTAINABLE COMMUNITIES**

The HR Services Manager will notify the Cabinet of the Committee's recommended appointment, if any, after which the Cabinet will have an opportunity to object to the appointment, should it wish to do so.

MINUTES OF THE EMPLOYMENT COMMITTEE

on 11 March 2019 at 1.30pm

Present:

Councillors R T Whitehead (Chairman), R Massey, A J McQuiggan,
J A Potter and S R Sullivan

1. **Apologies for Absence**

Apologies for absence were received from Councillors J Galley, J Jeapes and R J Poulter. Councillors McQuiggan and Sullivan had been appointed as substitutes.

2. **Minutes**

The minutes of the meeting on 28 June 2018 were confirmed as a correct record.

3. **Declarations of Interests**

Members were reminded to declare at the appropriate time any personal and prejudicial interests in any of the items of business on the meeting's agenda. None were declared.

4. **Public Questions**

No questions were asked or statements made by members of the public.

Exclusion of the Public

RESOLVED that under Section 100A(4) of the Local Government Act 1972 the public be excluded from the meeting for items 5, 6 and 7 on the grounds that they involved the likely disclosure of exempt information falling within paragraph 1 of Part 1 of the Schedule 12A to the Act (information relating to an individual).

Public interest statement: It is not in the public interest to release information on those items as they concern the interests and circumstances of individuals who have an expectation that such information would not normally be released to the public. To do otherwise would establish a precedent for the future treatment of personal information and may harm the Committee's objective assessment of the suitability of each candidate.

5. **Observed Exercises for Candidates**

Two candidates had been shortlisted for the post of Legal and Democratic Services Manager, the holder of which post was also designated as the Monitoring Officer.

As part of the assessment of their suitability, each candidate was subjected to a number of exercises, observed by the Committee.

6. **Interview of Shortlisted Applicants for Post of Legal and Democratic Services Manager and Monitoring Officer**

Following the observed exercises, the Committee conducted interviews with the two candidates. This was the final stage in a process which had started following the retirement in 2018 of the previous holder of the post of Legal and Democratic Services Manager/Monitoring Officer. Since then, an interim Manager had been appointed pending the long-term filling of the vacancy. The Council had been advised by recruitment and selection consultants in the longlisting and shortlisting of applicants and in the assessment of the shortlisted candidates prior to the formal interview.

7. **Decision on the Appointment of the Legal and Democratic Services Manager and Monitoring Officer**

Having interviewed the shortlisted candidates, the Committee considered which it believed to be the most suitable to be offered the post of Legal and Democratic Services Manager/Monitoring Officer.

Re-admission of the Public

At the completion of its deliberations under Items 5, 6 and 7 the Committee re-admitted the public to the meeting

8. **Decision on the Appointment of the Legal and Democratic Services Manager and Monitoring Officer**

RESOLVED that:

1. in accordance with Officer Employment Rule 4.8.3.1 the Human Resources Service Manager be requested to consult the Cabinet on the appointment of the preferred candidate as the Legal and Democratic Services Manager/Monitoring Officer; and
2. assuming no objection is received following the consultation with the Cabinet, and pursuant to the authority given to him by the Council on 27 February 2019, the Chief Executive approve the appointment of the preferred candidate and the offer of the post to her.

The meeting closed at 4.45pm

Chairman