

## **Senior Management Contracts Working Party**

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held at Ryedale House, Malton  
Tuesday 21 August 2007

### **Present**

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Councillors Wainwright (in the Chair), Mrs Burr, Clark, Mrs Cowling, Keal, Knaggs, Mrs Shields and Ms Warriner

### **In Attendance**

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Mrs L Carter, J L Patten, Miss L Sandall and Miss J Waggott

### **Minutes**

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#### **SMC.66 Apology for Absence**

An apology for absence was received from Councillor Cottam.

#### **SMC.67 Minutes**

The minutes of the last meeting of the Working Party held on 2 August 2007 were presented (previously circulated).

#### **Resolved**

That the minutes of a meeting of the Working Party held on 2 August 2007 be approved and signed by the Chairman as a correct record.

#### **SMC.68 Exempt Information**

#### **Resolved**

That under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following items as there will be a likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A of the Act as the information relates to any individual.

## SMC.69 **Recruitment Process**

The Chief Executive submitted a report (circulated at the meeting), which dealt with the following issues relating to the recruitment process resulting from the Council's previous decision to restructure the Corporate Management Team.

Members were reminded that the minutes of the meeting would normally be submitted to the next meeting of the Policy & Resources Committee for endorsement. However, as the next meeting of the Policy & Resources Committee was scheduled for 4 October 2007, and the matter was considered urgent, it was agreed that the minutes be submitted to the meeting of Council on 6 September 2007.

### **1. Job Description and Person Specification - Corporate Director (Incl. S151)**

The Job Description, as endorsed at the last meeting of the Working Party, was submitted for information and Members' views were sought on the proposed Person Specification for the post of Corporate Director/Section 151 Officer. Members noted the Job Description, and suggested amendments where appropriate to the Person Specification.

#### **Resolved**

That the Job Description be noted and the Person Specification, as amended, be endorsed.

### **2. Internal Recruitment of Corporate Director**

The Chief Executive reported that the provisional date for the interviews for the internal recruitment of Corporate Director was 10 September 2007. A timetable and format for the interview process was circulated for Members' consideration.

Following consideration of the timetable Members agreed the format and content of the interview process.

#### **Resolved**

That the interview format as now agreed be adopted.

### **3. External Recruitment of Corporate Director/S151 Officer**

The Chief Executive circulated a proposed timetable for the external recruitment of Corporate Director/Section 151 Officer. Members endorsed the proposed timetable and agreed that the Chief Executive should have a role in the process. It was further

agreed that the Chief Executive would attend the interviews in the capacity of observer and would also advise Members as required.

**Resolved**

That the interview programme as circulated be endorsed and that the Chief Executive attend as an observer and to advise Members as required.

**4. Draft Media Schedule - Corporate Director (Incl. S151) and Media Descriptions**

The Chief Executive circulated a draft media schedule prepared by Tribal detailing recommended web sites on which the post could be advertised. The cost of web-based advertising was significantly lower than the cost of advertising in magazines and newspapers. Members' views were sought on the advertising method to be adopted. In addition the Chief Executive reported that the Council was to produce micro site linked to its own website for the purposes of promoting and advertising the position. Members were of the opinion that the post should be advertised on the web and in addition one hard copy publication such as the Municipal Journal or equivalent.

**Resolved**

That the post of Corporate Director/S151 Officer be advertised via the web and also through the Municipal Journal or equivalent publication

**5. Schedule of Service Charges - Tribal**

The Chief Executive submitted for endorsement a schedule of Tribal's service charges in respect of response handling, long list sifting, short listing, psychometric exercises and attendance at the final selection Panel.

**Resolved**

That the schedule of charges as submitted be accepted.

**6. North Yorkshire Districts - Salary Scales**

The Chief Executive submitted details of the current salary levels for the posts of Director and Heads of Service for the North Yorkshire Authorities, including Ryedale.

Members' views were sought on the level of salary to be offered in respect of the post of Director/S151 Officer. Following careful consideration, the Working Party was of

the opinion that potential candidates should be informed of the current salary range. However, the Working Party indicated an upper limit, which would enable the Council to respond to the current market.

**Resolved**

That the salary for the post of Corporate Director/S151 Officer be based on the existing salary package and that an upper limit be set, as now agreed, so as to enable the Council to respond to the current market should this be necessary.

**SMC.70 Member Training**

The Working Party agreed that training for members of the Appointment Panel would take place on the morning of the 7 September and that refresher training, for those Members who had previously attended training, would be held on a date to be arranged.

**Resolved**

That training for Members of the Appointment Panel be held on the morning of 7 September 2007 and that refresher training be held on a date to be arranged.

**SMC.71 Remuneration**

The Chief Executive sought Members' views on the basis to be adopted for the calculation of a potential redundancy payment arising as a result of the senior management restructure. Members were reminded that compensation could be based on the statutory scheme or at the Council's discretion. Members were also reminded of the terms agreed in February 2006 with regard to the redundancy of the post of Director of Resources.

Following careful consideration Members were of the opinion that, in the event of compensation being awarded, it would be at the Council's own discretion and that payment be calculated on the basis as now agreed.

**Resolved**

That compensation, for potential redundancy possibly arising as a result of the senior management restructure, be awarded on the terms as now agreed.

**SMC.72 Appointment Panel**

The Chief Executive reminded Members that it had previously been agreed that the Appointment Panel would comprise the four Group Leaders and the Staff Champion.

The Officer Appointment Procedure Rules in the Council's Constitution stated, "A Committee or Sub-Committee of the Council will appoint Chief Officers." Therefore, in undertaking this role the Appointment Panel would be acting as a 'committee' and proportionality rules would apply.

The Chief Executive reported that if all Members of Council agree, the membership of the Appointment Panel would not need to be politically proportionate. In the absence of agreement between all Members, political proportionality would be required as far as was practicable.

### **Resolved**

That Council be recommended to approve:

- (a) That an Appointment Panel comprising five Members be established and that the terms of reference for the Panel be to undertake all reasonable steps in order to facilitate the selection and recruitment of Directors. Including:
  - (i) determining the terms and conditions for the posts
  - (ii) agreeing the candidates to be either long listed or short listed or both
  - (iii) agreeing the content of the final stage for selection
  - (iv) appointing the successful candidates
  
- (b) That Group Leaders and the Staff Champion be appointed to the Appointment Panel.