

PERSONNEL BOARD

Minutes of a meeting of the Personnel Board held on Wednesday 7th December 2011 at 5.00 pm at the Civic Offices, Telford

PRESENT: Councillors K.S. Sahota (Chair), R.C. Evans, W.A.M. McClements, R.A. Overton and C.F. Smith.

PEB-18 MINUTES

RESOLVED – that the minutes of the meeting of the Personnel Board held on 24th November 2011 be confirmed and signed by the Chairman.

PEB-19 APOLOGIES FOR ABSENCE

Councillors A.J. Eade and A. Lawrence

PEB-20 DECLARATIONS OF INTEREST

None

PEB-21 EXCLUSION OF PUBLIC AND PRESS

RESOLVED – that the public and press be excluded from the meeting for the following item of business on the grounds that it may involve the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972

PEB-22 APPOINTMENT OF MANAGING DIRECTOR

The Head of Governance and the Human Resources Manager presented a report which outlined the shortlisting process for the position of Managing Director, and the arrangements for the assessment and interview process on 13th December 2011.

Following advertisement of the post in accordance with the Council's current procedures, one application had been received. This has been analysed against the job requirements and the personal specification, and details of the application and the analysis were presented to the Board. It was considered that the applicant met the specification, and should be shortlisted. Members then considered the arrangements for the detailed interview and assessment of the shortlisted candidate on 13 December, and further information on the proposed tasks etc was circulated.

RESOLVED -

- (a) that the applicant be short-listed for the post of Managing Director;**
- (b) that the arrangements for the selection processes to take place on 13 December 2011, as set out in the report, be approved.**

- (c) that authority be delegated to the Human Resources Manager, in consultation with the Cabinet Member for Resources & Service Delivery, to finalise the interview questions

Chair.....

Date.....