

**MINUTES OF SHARED SERVICES APPOINTMENTS PANEL**

**MEETING DATE** Thursday, 6 September 2018

**MEMBERS PRESENT:** Councillor Alistair Bradley (Chair), Councillor Peter Wilson (Vice-Chair) and Councillors Alan Cullens, Mary Green, Paul Foster and Caroline Moon

**OFFICERS:** Gary Hall (Chief Executive - Chorley Borough Council) Heather McManus (Chief Executive - South Ribble Borough Council) and Nina Neisser (Democratic and Members Services Officer)

**OTHER MEMBERS:** Councillor Michael Green (South Ribble Borough Council)

**18.1 Apologies for absence**

There were no apologies for absence received.

**18.2 Appointment of Chair and Vice Chair of the Appointments Panel for 2018/19**

**RESOLVED – That Councillor Alistair Bradley (Chorley Council) be appointed as Chair to the Shared Services Appointments Panel and Councillor Peter Wilson (Chorley Council) be appointed as Vice Chair for 2018/19.**

**18.3 Declarations of Any Interests**

There were no declarations of interest received.

**18.4 Recruitment Process for Agreed Posts**

Members were provided with a report outlining the proposals for the Shared Services Recruitment Campaign. As part of implementing the Shared Services structure agreed by both Chorley and South Ribble councils, it was proposed to commence a recruitment campaign to appoint the key positions.

The four proposed roles which were developed to progress the new way of working were highlighted in the report. Officers sought approval to start the recruitment process and to confirm role proposals as well as the resources to be used to complete this process.

It was proposed that the posts would be advertised internally in the first instance to provide new development opportunities to current members of staff. Members supported the development of current staff but were also mindful of the technical

appointments that required specific qualifications. If no internal candidates were appointed, the external recruitment campaign would be commissioned.

Members queried the proposed timescales between internal recruitment and the commencement of the external campaign. It was agreed that the timescales be escalated and external advertisements be issued as soon as possible following the internal process.

Members were reassured that robust internal and external application processes would be followed. Internal applicants from both councils would be required to submit a two-page expression of interest. It was agreed officers would go out imminently to source expressions of interest. Members were advised that one member of staff had been ring-fenced for one of the roles.

In addition to the expression of interest a two-page discussion paper focussing on Blended Working would be required and would be explored further during a Stakeholder Discussion exercise at the Assessment Centre. The Assessment Centre would be held over two days and would consist of four activities as outlined in the report. Appointment decisions, both internal and external would be made by the Shared Services Appointments Panel who would receive assessment training. It was agreed that all Members of the Shared Services Appointments Panel, including reserves, would receive this training. Depending on the number of internal candidates for interview, it was hoped that this could be delivered on the same day as the interviews, prior to their commencement.

The Committee discussed the resourcing of the recruitment process. Members requested detailed information on all of the options available, considering both internal capabilities and external resources. It was agreed that officers would feedback on this and provide Members with proposed costings and advised on value for money before the next meeting. A finalised timeline for the process would be produced.

**RESOLVED -**

- 1. That Members noted the report and confirmed the role proposals.**
- 2. That Members agreed for officers to commence the recruitment process and research the best resource options available.**

Chair

Date