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REPORT TO:	FINANCE & MANAGEMENT COMMITTEE	AGENDA ITEM: 8
DATE OF MEETING:	20TH MARCH 2008	DELEGATED
REPORT FROM:	CHIEF EXECUTIVE	OPEN
MEMBERS' CONTACT POINT:	PAUL SPENCER (595722)	DOC:
SUBJECT:	RECRUITMENT AND SELECTION WORKING PANEL	REF: PDS
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE: FM05

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### **1.0 Recommendation**

- 1.1 That the Open Minutes of the Recruitment and Selection Working Panel Meetings held on 11th, 19th and 20th February 2008 be received.

### **2.0 Purpose of Report**

- 2.1 To receive the Minutes of the Recruitment and Selection Working Panel Meetings held on 11th, 19th and 20th February 2008.

### **3.0 Detail**

- 3.1 The Open Minutes of the Working Panel Meetings held on 11th, 19th and 20th February 2008 are attached at Annexes 'A', 'B' and 'C' respectively.

### **4.0 Financial Implications**

- 4.1 As detailed in the Minutes.

### **5.0 Corporate Implications**

- 5.1 None arising directly from this report.

### **6.0 Community Implications**

- 6.1 None arising directly from this report.

### **7.0 Background Papers**

- 7.1 See Minutes.

RECRUITMENT AND SELECTION WORKING PANEL

11th February 2008

**PRESENT:-**

**Conservative Group**

Councillors Mrs. Wheeler, Wheeler and Harrison.

**Labour Group**

Councillor Richards.

**Officers**

Mrs. J. Jones and D. Clamp.

RS/1. **APPOINTMENT OF CHAIRMAN**

It was agreed that Councillor Mrs. Wheeler be appointed Chairman of this Recruitment and Selection Working Panel.

RS/2. **APOLOGY**

An apology for absence from the Meeting was received from Councillor Wilkins.

**MATTER DELEGATED TO WORKING PANEL**

RS/3. **LOCAL GOVERNMENT ACT 1972 (AS AMENDED BY THE LOCAL GOVERNMENT [ACCESS TO INFORMATION] ACT 1985)**

**RESOLVED:-**

*That, in accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended), the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraphs of Part 1 of the Schedule 12A of the Act indicated in brackets after each item.*

**RECRUITMENT OF HEAD OF CUSTOMER SERVICES (Paragraph 1)**

*The Working Panel agreed the process for this recruitment and selected candidates to attend the Assessment Centre, in accordance with the Senior Officer Appointments Procedure.*

MRS. H. WHEELER

CHAIRMAN

RECRUITMENT AND SELECTION WORKING PANEL

19th February 2008

**PRESENT:-**

**Conservative Group**

Councillor Mrs. Wheeler (Chairman) and Councillor Wheeler.

**Labour Group**

Councillors Richards and Wilkins.

**Officers**

Mrs. J. Jones and D. Clamp.

**APOLOGY**

An apology for absence from the Meeting was received from Councillor Harrison.

**MATTER DELEGATED TO THE WORKING PANEL**

RS/5. **LOCAL GOVERNMENT ACT 1972 (AS AMENDED BY THE LOCAL GOVERNMENT [ACCESS TO INFORMATION] ACT 1985)**

**RESOLVED:-**

*That, in accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended), the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraphs of Part 1 of the Schedule 12A of the Act indicated in brackets after each item.*

**RECRUITMENT OF HEAD OF CUSTOMER SERVICES (Paragraph 1)**

*In accordance with the Senior Officer Appointment Procedure, the Working Panel selected two candidates to proceed to the formal interview stage.*

MRS. H. WHEELER

CHAIRMAN

RECRUITMENT AND SELECTION WORKING PANEL

20th February 2008

**PRESENT:-**

**Conservative Group**

Councillor Mrs. Wheeler (Chairman) and Councillors Harrison and Wheeler.

**Labour Group**

Councillors Richards and Wilkins.

**Officers**

M. Alflat, Mrs. J. Jones and D. Clamp.

**MATTER DELEGATED TO THE WORKING PANEL**

RS/7. **LOCAL GOVERNMENT ACT 1972 (AS AMENDED BY THE LOCAL GOVERNMENT [ACCESS TO INFORMATION] ACT 1985)**

**RESOLVED:-**

*That, in accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended), the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraphs of Part 1 of the Schedule 12A of the Act indicated in brackets after each item.*

**RECRUITMENT OF HEAD OF CUSTOMER SERVICES (Paragraph 1)**

*In accordance with the Senior Officer Appointment Procedure, the Working Panel made an offer of appointment to the post of Head of Customer Services.*

MRS. H. WHEELER

CHAIRMAN