

RECRUITMENT OF THE FTC COUNCIL MANAGER

<p>20 Dec 2018 EGM</p>	<p>It was agreed to accept the findings of Mrs Weaver’s (ChALC) job evaluation and appoint a full time (37 hours per week) Council Manager on the NJC National Salary Pay Scale, on a spine point between 39 and 42 (£35,229 - £38,052)* subject to qualifications and experience. The Council Manager will also be the Proper Officer and Responsible Financial Officer</p> <p>The recruitment procedure and timetable was agreed as follows</p> <p>The interview panel: Chairs of the Council; Policy & Process Committee; and the Staffing Sub-Committee – Cllrs Oulton, J Critchley and Ashton, and Mrs Weaver would advise the panel and be in attendance at the interviews.</p> <p>The interview panel to have delegated authority to select and appoint the Council Manager</p> <p>The post to be advertised first week of January 2019</p> <p>The closing date for applications end of January 2019</p> <p>Sift/short-listing first week of February 2019</p> <p>Interviews second week of February 2019</p> <p>Mrs Weaver at ChALC to manage the receipt and administrative processing of applications</p>
<p>2 Jan 2019</p>	<p>The job was advertised on 3 websites – ChALC, SLCC and Frodsham Town Council. It was also advertised on the FTC facebook page and copied to all local facebook groups. It was also put on the FTC noticeboards around the town</p>
<p>28 Jan 2019</p>	<p>26 applications received at ChALC. All were ‘anonymised’ and circulated to the Interview Panel with guidelines on a standardised scoring system to ensure each application was fairly considered</p>
<p>1 Feb 2019</p>	<p>Mrs Weaver joined the interview panel to provide guidance on the sift scoring system. 6 candidates were short-listed</p>
<p>8 Feb 2019</p>	<p>Mrs Weaver joined the interview panel in an advisory capacity. A set of six questions were agreed beforehand. Six candidates were interviewed. The candidate selected fully answered each of the questions and held all relevant qualifications and skills</p>