

**CHIEF EXECUTIVE
RECRUITMENT COMMITTEE**

1.30 P.M.

23RD NOVEMBER 2015

PRESENT:- Councillors Eileen Blamire (Chairman), June Ashworth, Lucy Atkinson, Abbott Bryning, Susie Charles, Darren Clifford, Tim Hamilton-Cox, Janice Hanson, Caroline Jackson, Terrie Metcalfe, Jane Parkinson, Margaret Pattison, Sylvia Rogerson, Elizabeth Scott, David Smith, Susan Sykes, Anne Whitehead, Nicholas Wilkinson and Phillippa Williamson

Apologies for Absence

Andrew Gardiner

Officers in attendance:-

Mark Cullinan	Chief Executive
Sarah Taylor	Chief Officer (Governance) and Monitoring Officer
Stuart Hampson	HR and OD Manager
Debbie Chambers	Democratic Services Manager

1 DECLARATIONS OF INTEREST

There were no declarations of interest.

2 OVERVIEW OF THE COMMITTEE'S ROLE IN THE RECRUITMENT PROCESS

The Committee considered the report of the Chief Executive setting out the terms of reference of the Committee as established by Council and a draft work programme to appoint a new Chief Executive.

The HR and OD Manager presented the draft work plan to the Committee (appendix 1 of the report). The Chief Executive then provided a resume of a person he considered well-qualified, and willing, to act as Advisor to the Committee during the recruitment process, should the Committee choose to appoint an Advisor.

The Chief Executive and HR and OD Manager responded to questions from Members about the work plan. Members then spent some time considering and discussing various elements of the Plan, including the notional budget for recruitment, the timetable and the suggestion to use North West Employers (NWE) as recruitment consultants. It was noted that the culmination of the recruitment process on the draft work plan, during weeks commencing 21 and 28 March, encompassed the Easter weekend 2016.

Members were informed that, whilst the formal application period for the post would not start until after the Christmas period, there was an intention to put out a press release and promote the forthcoming vacancy following the Council meeting on 16 December 2015 when the salary for the post had been decided.

Councillor Bryning proposed, seconded by Councillor Hanson:

“That the draft work plan be approved.”

The proposition was clearly carried when put to the vote.

Attention then turned to paragraph 3.4 and Appendix 2 of the report, which set out the activities that defined the present role of the Chief Executive and the Job Description and Person Specification for the role which had last been reviewed in March 2000.

The Chief Officer (Governance) responded to questions about the role of the Returning Officer and the remuneration for that role. Councillors were informed that, although it was usual for a Chief Executive to be the Council's Returning Officer, it was not a legal requirement. Council could appoint any officer of the Council to the role of Returning Officer.

The Chief Executive informed Members that the intention would be to meet again with NWE on 7 or 8 December to review guidance on a new Job Description and Person Specification to define the type of Chief Executive the Council wanted. In anticipation of that meeting, Members raised a number of issues that they saw as priority areas for the Job Description or Person Specification for the new Chief Executive:-

- Prioritise partnership working, revenue generation and understanding of the Ensuring Council ethos with regard to the importance of keeping services in house wherever possible
- Service development from a commercial angle
- Making efficiencies
- Inward investment
- Performance management
- Strategic financial management
- Inspiring and managing staff
- Delivering cultural change
- Fostering links with business
- Community leadership
- Shared services
- Engaging the Lancashire Enterprise Partnership, the Combined Authority and a range of partners on skills development for citizens

The HR and OD Manager replied to Members' questions regarding remuneration for the post and confirmed the intention to advertise the post as a permanent vacancy rather than fixed term. The Committee then considered the information provided at Appendix 4 of the report, which provided salary figures for Chief Executive posts (or similar) in a number of district Councils within Lancashire and Cumbria. The Committee was informed that these authorities were of varying sizes and did not all take the ensuring council approach like Lancaster City Council; many had chosen to commission services from external bodies. It was noted that many of the authorities employed considerably fewer staff than Lancaster City Council.

Councillor Hanson proposed, seconded by Councillor Caroline Jackson:

"That the person proposed by the Chief Executive as Advisor to the Committee be appointed."

The proposition was clearly carried.

Councillor Bryning then proposed, seconded by Councillor Metcalfe:

“That North West Employers be appointed as consultants to support the recruitment process.”

Councillor Atkinson, seconded by Councillor Ashworth proposed:

“That the Committee recommends to Council that the post of Chief Executive be designated as the Returning Officer”; and

“That a sub-committee be established to agree the content of the recruitment information pack.”

The propositions were clearly carried and a sub-committee size of seven members, on the basis of proportional representation, was agreed.

The next meeting of the Committee was set for 8 December at 6.30pm at Lancaster Town Hall.

Resolved:

- (1) That the draft work plan be approved.
- (2) That the person proposed as an Advisor to the Committee be appointed.
- (3) That North West Employers be appointed as consultants to support the recruitment process.
- (4) That the Committee recommends to Council that the post of Chief Executive be designated as the Returning Officer.
- (5) That a sub-committee of seven members, on a proportional representation basis, be established to agree the content of the recruitment information pack.
- (6) That the Committee's next meeting be held at 6.30pm on Tuesday 8 December in Lancaster Town Hall.

Chairman

(The meeting ended at 3.15 p.m.)

**Any queries regarding these minutes, please contact
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