

**CHIEF EXECUTIVE
RECRUITMENT COMMITTEE**

6.30 P.M.

8TH DECEMBER 2015

PRESENT:- Councillors Eileen Blamire (Chairman), Abbott Bryning, Susie Charles, Darren Clifford, 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

June Ashworth and Lucy Atkinson

Officers in attendance:-

Mark Cullinan	Chief Executive
Stuart Hampson	HR & OD Manager
Sarah Taylor	Chief Officer (Governance) and Monitoring Officer

Also in attendance:- Keith Power, Director of Workforce and Employment, North West Employers

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 DRAFT JOB DESCRIPTION AND PERSON SPECIFICATION

The Committee considered a report of the Chief Executive to enable Members to agree a job description and person specification for the post of Chief Executive.

The HR and OD Manager circulated a draft job description and person specification for Members to comment on. The drafts had been drawn up by Keith Power, Director of Workforce and Employment at North West Employers, based on the information gathered at the first meeting of the Committee. Mr Power was in attendance at the meeting to provide advice to Members.

The Committee considered the draft job description and no comments were raised. Members then turned their attention to the draft Person Specification (PS) and felt very strongly that the PS should not discourage individuals who did not come from a local government background from applying for the post. To reflect this, two references to 'public' service(s) in the draft were amended to 'services' and 'extensive understanding of the environment of local government' was amended to 'clear understanding...'. Each line of the PS was then looked at and it was decided that each attribute should be classed as 'essential' not merely 'desirable'.

Other amendments agreed were:-

- To amend 'improve the quality of life within a locality' to 'deliver corporate priorities'.
- To amend 'delivery of complex services' to 'the efficient and effective delivery of complex services'
- To amend 'local and sub- regional partners, government departments, voluntary, community and commercial interests' to 'local communities, and local and sub-regional partners, government departments, voluntary, community and commercial interests'
- To change 'one or more' in the qualifications and knowledge section to a bold typeface
- To add 'or equivalent' to the qualifications required.

Resolved:

That the draft Job Description and Person Specification, as amended, be approved.

(The approved documents are appended).

5 REMUNERATION OPTIONS

The Committee considered various remuneration options for the post of Chief Executive, including a spot salary and a salary band, and how a salary band might operate in practice. A summary of Chief Executive pay rates for the North West was provided to Members for information.

Members also considered the issue of Returning Officer fees. It was noted that, whilst it would be possible to combine Returning Officer fees for City and Parish Council elections into the salary for the Chief Executive's post, it would not be possible to combine fees for other elections, which were personal payments by the Cabinet Office or other bodies to the Returning Officer for his or her services.

After a lengthy debate, Councillor Metcalfe proposed, seconded by Councillor Clifford:

"That the annual salary for the post of Chief Executive be £107,000, exclusive of Returning Officer fees."

The Chairman clarified that this proposal meant exclusive of all Returning Officer fees, including those for City and Parish Council elections.

Resolved:

That the annual salary for the post of Chief Executive be £107,000, exclusive of Returning Officer fees.

6 WORK PLAN UPDATE

The HR and OD Manager presented the revised work programme to the Committee.

The 'partner panel' was discussed and Members agreed that they would like the HR & OD Manager to provide options for the Committee for involving partners in the selection process, including an option suggested by Members of allowing partners to attend the

reception/meal at Lancaster Town Hall, week commencing 21 March 2015, to allow partners to mingle with the applicants in an informal setting.

Resolved:

That the HR and OD Manager provide options to the Committee for involving partners in the selection process, including the option of partners mingling with applicants at the reception/meal.

Chairman

(The meeting ended at 8.20 p.m.)

**Any queries regarding these minutes, please contact
Debbie Chambers, Democratic Services - 01524 582057 or email
dchambers@lancaster.gov.uk**

Chief Executive Recruitment – Draft Documents

<p>Draft Role Profile - Chief Executive – Post CHE0001 – 8 December 2015</p>	
<p>KEY ACCOUNTABILITIES</p>	
<p>The Chief Executive is Head of the Council's paid service.</p>	
<p>Act as the returning officer in local electoral matters.</p>	
<p>This role is the main link between Council Members and Officers, promoting positive and open communications between members and officers, ensuring strategic priorities are implemented in an appropriate and accountable manner.</p>	
<p>Principal adviser on matters of general policy, giving advice at Council and Committee meetings, providing the proper level of service to Members of all parties</p>	
<p>Represents and negotiates on behalf of the Council with external bodies and leads the development of effective and productive relationships, setting the right balance between the Council's own objectives and shared goals with other organisations that may support the achievement of public service and community objectives</p>	
<p>The role is outward looking and is an ambassador for the Council, ensuring it is fully engaged in a productive partnership with its stakeholders and communities to fulfil its community leadership role.</p>	
<p>To lead, coordinate and enthuse senior managers and staff in developing policies, actions and influence which reflect the aspirations of the Council, ensuring that corporate strategies and public services are developed with a clear focus on supporting these aspirations.</p>	
<p>Exercises performance management of the organisation, ensuring that staff have work programmes, targets and appropriate appraisal systems that support achievement and improvement. The Chief Executive focuses upon forward planning, overall organisational performance and promoting the cultural change necessary to achieve all round service excellence.</p>	
<p>Communicate and engage others in ambitions for the vitality and growth of the local economy, creating sustainable and valuable local employment. Development of the 'Ensuring Council' principles to secure effective, value for money services</p>	
<p>Optimise the Council's financial resources to provide the necessary capacity and capability to achieve planned objectives. Establishing appropriate financial planning, policies and strategic connections to allow the Council to conduct its financial affairs effectively and manage future risks.</p>	

Draft Person Specification Chief Executive – 8 December 2015		Essential	Desirable
Strategic Leadership			
Demonstrable success in senior leadership roles in organisations of comparable scope, size and complexity.		✓	
Evidence of formulating and implementing complex strategies that achieve customer / citizen focussed results.		✓	
A clear understanding of the environment of local government, public service and devolution and how this relates to Lancaster City.		✓	
Evidence of generating successful collaborative efforts to deliver corporate priorities.		✓	
Able to engage with the Local Enterprise Partnership, business leaders, education providers and community leaders to generate improved opportunities for all parts of the community.		✓	
Resource management			
Expertise in developing and harnessing financial, human and other resources to sustain the efficient and effective delivery of complex services.		✓	
Financially astute and able to establish robust and adaptable financial strategies that can support sustainable achievement.		✓	
Leadership of complex inter-connected programmes of activity.		✓	
Performance and quality			
Experience of successfully leading and inspiring teams, leading employee and stakeholder engagement.		✓	
Evidence of leading the implementation of high standards of service including behaviours, ethical standards, valuing diversity and encouraging the contribution of all.		✓	
Generator of improvement			
A proven track record of achievement in leading transformational, organisational and cultural change within a comparable organisation. The ability to extend such change to wider partners, agencies and communities.		✓	
Innovative and creative leader who can inspire and enhance the contribution of others.		✓	
Public accountability			
Experience of operating in a sensitive, publicly accountable context, providing clear balanced advice to a wide range of stakeholders.		✓	
Able to develop, maintain and promote effective relationships with local communities, and local and sub- regional partners, government departments, voluntary, community and commercial interests that will support collective achievement.		✓	
Qualifications / knowledge			
Evidence of high intellectual capacity through one or more of the following;		✓	
<ul style="list-style-type: none"> Honours degree (or equivalent Level 6 Qualification) 			
Graduate / Post graduate qualification (or equivalent Level 6 or 7 Qualification)			
<ul style="list-style-type: none"> Membership of an appropriate professional body 			
<ul style="list-style-type: none"> Managerial qualification e.g. DMS / MBA (or equivalent Level 6 or 7 Qualification) 			
Evidence of continued professional development and personal learning		✓	