



Committee: CHIEF EXECUTIVE RECRUITMENT COMMITTEE

Date: TUESDAY, 8 DECEMBER 2015

Venue: LANCASTER TOWN HALL

Time: 6.30 P.M.

A G E N D A

Members please note: Supporting papers from North West Employers for items 4 and 5 will be to follow, or circulated at the meeting.

1. **Apologies for absence**
2. **Declarations of Interest**

To receive declarations by Members of interests in respect of items on this Agenda.

Members are reminded that, in accordance with the Localism Act 2011, they are required to declare any disclosable pecuniary interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting).

Whilst not a legal requirement, in accordance with Council Procedure Rule 10 and in the interests of clarity and transparency, Members should declare any disclosable pecuniary interests which they have already declared in the Register, at this point in the meeting.

In accordance with Part B Section 2 of the Code Of Conduct, Members are required to declare the existence and nature of any other interests as defined in paragraphs 8(1) or 9(2) of the Code of Conduct.

3. **Items of urgent business authorised by the Chairman**
4. **Draft Job Description and Person Specification (Pages 1 - 3)**

To consider the report of the Chief Executive.

5. **Remuneration Options (Pages 4 - 5)**

To consider the report of the Chief Executive.

6. **Work Plan Update (Pages 6 - 7)**

To consider the report of the Chief Executive.

ADMINISTRATIVE ARRANGEMENTS

(i) Membership

Councillors Eileen Blamire (Chairman), June Ashworth, Lucy Atkinson, Abbott Bryning, Susie Charles, Darren Clifford, Andrew Gardiner, 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 Philippa Williamson

(ii) Queries regarding this Agenda

Please contact Debbie Chambers, Democratic Services - 01524 582057 or email dchambers@lancaster.gov.uk.

(iii) Changes to Membership, substitutions or apologies

Please contact Democratic Support, telephone 582170, or alternatively email democraticsupport@lancaster.gov.uk.

MARK CULLINAN,
CHIEF EXECUTIVE,
TOWN HALL,
LANCASTER, LA1 1PJ

Published on 30 November 2015.

CHIEF EXECUTIVE RECRUITMENT COMMITTEE**Draft Job Description and Person Specification
8 December 2015****Report of Chief Executive****PURPOSE OF REPORT**

To enable the Committee to agree a job description and person specification for the post of Chief Executive.

This report is public

RECOMMENDATIONS

- (1) That, subject to any amendments agreed by the Committee, the draft job description and person specification for the Chief Executive be approved.**

1.0 Introduction

- 1.1 The Committee was supplied with the current Chief Executive's job description and person specification, and a list of activities that defined the present role of the Chief Executive, in the papers for the meeting on 23 November 2015.

2.0 Proposal Details

- 2.1 At the meeting on 23 November, the Committee raised a number of issues that it saw as priority areas for the job description or person specification for the new Chief Executive. These were:

- 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

2.2 At the same meeting, the Committee appointed North West Employers as consultants to support the recruitment process and Mr Keith Power, Director of Workforces and Employment at NWE will be attending this meeting to present a draft job description and person specification taking the points above into account.

3.0 Options

3.1 A job description and person specification must be in place before the post can be advertised. The Committee may choose to approve the documents as drafted or to make amendments to the documents.

4.0 Conclusion

4.1 Members are asked to consider and approve a job description and person specification for the post of Chief Executive.

CONCLUSION OF IMPACT ASSESSMENT (including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)
--

LEGAL IMPLICATIONS

HR and legal advice will be available throughout the recruitment process to ensure that legal requirements are complied with.

FINANCIAL IMPLICATIONS

Financial implications of the recruitment process were set out in the report to the Committee on 23 November 2015 and have not changed, i.e. the initial assessment of costs suggested that a budget in the region of £20k would be required for recruitment. Costs of recruitment would be met by 2015/16 additional establishment turnover savings.

OTHER RESOURCE IMPLICATIONS

Human Resources:

The recruitment process will be handled in line with Council Policy and Procedures and all legislative requirements. The Job Description and Person Specification are key documents in the recruitment process helping to ensure the Council is able to attract and select the right caliber of candidate for the post. Following appointment, the job description forms part of the contract of employment, detailing what is expected of the postholder, it also aids the wider management of performance as it sets out what is expected of the postholder.
--

Information Services:

None.

Property:

None.

Open Spaces:

None.

DEPUTY SECTION 151 OFFICER'S COMMENTS

The Deputy Section 151 Officer has been consulted and has no further comments.

DEPUTY MONITORING OFFICER'S COMMENTS

The Deputy Monitoring Officer has been consulted and has no further comments.

BACKGROUND PAPERS

Contact Officer: Debbie Chambers

Telephone: 01524 582057

E-mail: dchambers@lancaster.gov.uk

Ref:

CHIEF EXECUTIVE RECRUITMENT COMMITTEE

Remuneration Options 8 December 2015

Report of Chief Executive

PURPOSE OF REPORT

North West Employers will provide the Committee with additional information at the meeting to enable Members to recommend a remuneration package to Council for the post of Chief Executive.

This report is public

RECOMMENDATIONS

- (1) **To consider the information presented by North West Employers and recommend a remuneration package to Council for the post of Chief Executive.**

1.0 Introduction

- 1.1 The Committee was supplied with the current Chief Executive's job description and person specification, and a list of activities that defined the present role of the Chief Executive, in the papers for the meeting on 23 November 2015.

2.0 Proposal Details

- 2.1 Mr Keith Power, Director of Workforces and Employment at NWE will be attending this meeting to present information on remuneration options to the Committee for the post of Chief Executive.

3.0 Options

- 3.1 A remuneration package should be in place before the post is advertised. The consultant from NWE will provide Members with information to assist in determining a recommendation to Council.

4.0 Conclusion

- 4.1 Members are asked to consider remuneration for the post of Chief Executive in order to make a recommendation to Council on 16 December 2015.

CONCLUSION OF IMPACT ASSESSMENT
(including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)

LEGAL IMPLICATIONS

HR and legal advice will be available throughout the recruitment process to ensure that legal requirements are complied with.

FINANCIAL IMPLICATIONS

The remuneration for the post is currently £107,060.

OTHER RESOURCE IMPLICATIONS

Human Resources:

The recruitment process will be handled in line with Council Policy and Procedures and all legislative requirements. It is vital that an appropriate remuneration package is in place to ensure the postholder receives the right level of reward for the work undertaken. The right level of remuneration will also help ensure the Council is able to secure interest in the post from candidates of the right calibre.

Information Services:

None.

Property:

None.

Open Spaces:

None.

DEPUTY SECTION 151 OFFICER'S COMMENTS

The Deputy Section 151 Officer has been consulted and has no further comments.

DEPUTY MONITORING OFFICER'S COMMENTS

The Deputy Monitoring Officer has been consulted and has no further comments.

BACKGROUND PAPERS

Contact Officer: Debbie Chambers
Telephone: 01524 582057
E-mail: dchambers@lancaster.gov.uk
Ref:

CHIEF EXECUTIVE RECRUITMENT COMMITTEE

Work Plan Update 8 December 2015

Report of Chief Executive

PURPOSE OF REPORT

To consider the Committee's work plan.

This report is public

RECOMMENDATIONS

(1) To consider the Committee's work plan and make any amendments or adjustments necessary.

1.0 Introduction

1.1 The Committee was supplied with a draft work plan in the papers for the meeting on 23 November 2015.

2.0 Proposal Details

2.1 The HR and OD Manager will be present at the meeting to discuss the work plan and circulate any revisions.

3.0 Conclusion

3.1 Members are asked to consider the work plan for the Committee.

CONCLUSION OF IMPACT ASSESSMENT

(including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)

LEGAL IMPLICATIONS

None as a result of this report.

FINANCIAL IMPLICATIONS

None as a result of this report.

OTHER RESOURCE IMPLICATIONS

Human Resources:

The recruitment process will be handled in line with Council Policy and Procedures and all legislative requirements.

Information Services:

None.

Property:

None.

Open Spaces:

None.

DEPUTY SECTION 151 OFFICER'S COMMENTS

The Deputy Section 151 Officer has been consulted and has no further comments.

DEPUTY MONITORING OFFICER'S COMMENTS

The Deputy Monitoring Officer has been consulted and has no further comments.

BACKGROUND PAPERS

Contact Officer: Debbie Chambers

Telephone: 01524 582057

E-mail: dchambers@lancaster.gov.uk

Ref: