

**CHIEF EXECUTIVE  
RECRUITMENT SUB-  
COMMITTEE**

**10.00 A.M.**

**11TH DECEMBER 2015**

**PRESENT:-** Councillors Eileen Blamire (Chairman), Jane Parkinson, Margaret Pattison, Elizabeth Scott, Anne Whitehead and Phillippa Williamson

Apologies for Absence  
Councillor Caroline Jackson

Officers in attendance:-

Mark Cullinan	Chief Executive
Stuart Hampson	HR & OD Manager
Debbie Chambers	Democratic Services Manager

**1 APPOINTMENT OF CHAIRMAN**

Councillor Blamire was appointed Chairman of the sub-committee.

**2 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3 RECRUITMENT INFORMATION PACK AND ADVERTISEMENT**

The HR and OD Manager circulated paper copies of a draft information pack and advertisement, previously sent to Committee members by email.

The Chairman allowed the Committee to take a few minutes to read the documents.

Members discussed the content, layout and design of the information pack, and agreed the following changes:

- That an alternative picture be sourced for the front of the pack, from a viewpoint which provided a wider view of the district
- That the format of text used from the Job Description pages onwards (light blue background) be used in the earlier pages (from 'our vision') and that background pictures be replaced with the crest watermark

It was noted that the finished pack would have page numbers, that the penultimate page would be headed 'Main Terms and Conditions' and that information about the Returning Officer's remuneration would be added.

The Committee then considered the wording of the advert and agreed it should say:

"Lancaster City Council invites you to apply for the Chief Executive post if you have the ambition and drive to ensure the social, economic and environmental well-being of the district. Our district and the wider region is facing immense change. We aim to maintain

our leading role in helping to shape the future for the region and our district for the good of our people. Guiding the path we take is our ethos as an 'Ensuring Council'."

It was also agreed that:

- the phrase 'Promoting City, Coast and Countryside' should be in large type in a prominent position at the foot of the advertisement;
- that the word 'priorities' should be larger and the word 'efficiencies' should be smaller in the word cloud.

The HR and OD Manager informed the Sub-Committee that, in addition to the Council website, the advertisement would be placed in the Municipal Journal in both the paper copy and its online jobs section.

***Resolved:***

That, subject to the changes noted above, the draft information pack and advertisement for the Chief Executive post, be approved.

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Chairman

(The meeting ended at 11.05 a.m.)

**Any queries regarding these minutes, please contact  
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