



Committee: CHIEF EXECUTIVE RECRUITMENT SUB-COMMITTEE

Date: FRIDAY, 11 DECEMBER 2015

Venue: LANCASTER TOWN HALL

Time: 10.00 A.M.

A G E N D A

1. Appointment of Chairman

To appoint a Chairman for the sub-committee.

2. Apologies for absence

3. 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.

4. Items of urgent business authorised by the Chairman

5. Recruitment Information Pack and Advertisement (Pages 1 - 2)

To consider the report of the Chief Executive. (Further papers to follow.)

ADMINISTRATIVE ARRANGEMENTS

(i) Membership

Councillors Eileen Blamire, Caroline Jackson, Jane Parkinson, Margaret Pattison, Elizabeth Scott, Anne Whitehead and Phillippa Williamson

(ii) Queries regarding this Agenda

Please contact Debbie Chambers - tel: 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

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CHIEF EXECUTIVE RECRUITMENT SUB-COMMITTEE**Recruitment Information Pack and Advertisement
11 December 2015****Report of Chief Executive****PURPOSE OF REPORT**

To consider the content and wording of the recruitment information pack and advertisement for the post of Chief Executive.

This report is public

RECOMMENDATION

- (1) To consider and approve the content and wording of the recruitment information pack and advertisement for the post of Chief Executive.**

1.0 Introduction

- 1.1 The Chief Executive Recruitment Committee met for the first time on 23 November 2015 and one of the things the Committee resolved was:

“That a sub-committee of seven members, on a proportional representation basis, be established to agree the content of the recruitment information pack.”

This sub-committee has therefore been established for that reason by the full committee.

2.0 Proposal Details

- 2.1 A draft information pack and wording for an advertisement will be circulated to sub-committee members before the meeting, for consideration.
- 2.2 The job description, person specification and process timeline will form an important part of the information for potential applicants and those documents should already have been considered and agreed by the full committee at its meeting on 8 December 2015.

3.0 Conclusion

- 3.1 Members are asked to consider and agree the content for the pack and the wording of the advertisement at this meeting.

CONCLUSION OF IMPACT ASSESSMENT

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

LEGAL IMPLICATIONS

None as a direct result of this report.

FINANCIAL IMPLICATIONS

None as a direct 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.

MONITORING OFFICER'S COMMENTS

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

BACKGROUND PAPERS

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Ref: