

PERSONNEL COMMITTEE

4.00 P.M.

29TH MARCH 2017

PRESENT:- Councillors Lucy Atkinson (Chairman), Caroline Jackson (Vice-Chairman), Eileen Blamire, Ronnie Kershaw, Jane Parkinson, Margaret Pattison and Sylvia Rogerson

Officers in attendance:-

Susan Parsonage	Chief Executive
Angela Jackson	HR Service Manager
Stephen Metcalfe	Principal Democratic Support Officer

10 MINUTES

The minutes of the meeting held on 31st January 2017 were agreed as a correct record.

11 DECLARATIONS OF INTEREST

There were no declarations of interest.

12 ITEMS OF URGENT BUSINESS AUTHORISED BY THE CHAIRMAN

There were no items of urgent business authorised by the Chairman.

13 CHIEF OFFICER RECRUITMENT

The HR Service Manager submitted a report that enabled the Committee to consider the approach in respect of recruiting the Chief Officer – Legal and Governance and the Interim Assistant Chief Executive.

It was reported that, at its meeting held on 14th February 2017, Cabinet had resolved:

- that the recruitment of a Chief Officer – Legal and Governance be recommended to Personnel Committee for the commencement of the recruitment process; and
- that the proposal regarding the appointment of an interim Assistant Chief Executive for 12 months be approved.

Firstly Members were asked to consider and approve the draft information pack for the post of Chief Officer – Legal and Governance, so that the respective recruitment processes could commence. A full advert was circulated at the meeting for consideration. The Chairman allowed the Committee to take a few minutes to read the documentation.

With regard to the draft recruitment work plan, contained within the draft information pack, it was noted that the draft recruitment work plan timetable was likely to be amended and that this would be circulated to Members of the Committee. It was noted that HR would, as well as those methods of advertising already identified within the draft recruitment work programme, investigate and consider advertising the post in national

legal publications, subject to costs.

Upon considering the draft information pack and full advert, that had been circulated at the meeting, the Committee agreed the content of the recruitment documents and process for the post of Chief Officer – Legal and Governance.

Members then considered the recruitment process for the interim post of Assistant Chief Executive. Whilst Personnel Committee was the appointing body for Chief Officer, Members were advised that the Constitution was silent with regard to the Terms of Reference of the Committee with regard to the appointment to an interim post. In view of this the Committee was asked to consider its involvement in the recruitment of the interim post of Assistant Chief Executive.

A full advert was circulated at the meeting for consideration. The Chairman allowed the Committee to take a few minutes to read the documentation.

Members then voted upon the recruitment of the interim Assistant Chief Executive being delegated to the Head of Paid Service.

Upon being put to the vote 6 Members voted in favour and 1 Member abstained from voting, whereupon the Chairman declared the proposition to be carried.

Resolved:

- (1) That the content of the recruitment documents and process for the post of Chief Officer – Legal and Governance be approved.
- (2) That the recruitment of the interim Assistant Chief Executive be delegated to the Head of Paid Service.

Chairman

(The meeting ended at 5.05 p.m.)

**Any queries regarding these Minutes, please contact
Stephen Metcalfe, Democratic Services - telephone 01524 582073, or e-mail
sjmetcalfe@lancaster.gov.uk**