



Committee: PERSONNEL COMMITTEE

Date: WEDNESDAY, 29TH MARCH 2017

Venue: LANCASTER TOWN HALL

Time: 4.00 P.M.

A G E N D A

1. **Apologies for absence**

2. **Minutes**

Minutes of meeting held on 31st January, 2017 (previously circulated).

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 9 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. **Chief Officer Recruitment** (Pages 1 - 2)

Report of the HR Service Manager

ADMINISTRATIVE ARRANGEMENTS

(i) **Membership**

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

(ii) Substitute Membership

Councillors Carla Brayshaw, Andrew Gardiner, Abi Mills, David Whitaker and Philippa Williamson

(iii) Queries regarding this Agenda

Please contact Stephen Metcalfe, Democratic Services - telephone 01524 582073, or e-mail sjmetcalfe@lancaster.gov.uk.

(iv) Changes to Membership, substitutions or apologies

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

SUSAN PARSONAGE,
CHIEF EXECUTIVE,
TOWN HALL,
DALTON SQUARE,
LANCASTER, LA1 1PJ

Published on Tuesday, 21st March 2017.

PERSONNEL COMMITTEE**Chief Officer Recruitment****29 March 2017****Report of the HR Service Manager****PURPOSE OF REPORT**

To enable the Committee to consider the approach in respect of recruiting the Chief Officer – Legal and Governance and the Interim Assistant Chief Executive.

This report is public.

RECOMMENDATIONS

- (1) That Personnel Committee consider and approve the content of the recruitment documents and process for the post of Chief Officer – Legal and Governance.
- (2) That Personnel Committee confirm their involvement in the recruitment of the interim Assistant Chief Executive and, as appropriate, approve the recruitment documents.

1.0 Introduction

1.1 At Cabinet on 14 February 2017 it was resolved at Minute 64:

- 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.

2.0 Proposal Details

- 2.1 Following the resolution at Cabinet, the recruitment of the Chief Officer – Legal and Governance and an interim Assistant Chief Executive will commence.
- 2.2 A draft information pack in respect of both appointments will be circulated to members before the meeting, for consideration. The information pack will contain recruitment information and a draft timeline for the appointment process.

3.0 Conclusions

- 3.1 Members are asked to consider and approve the draft information pack, so that the respective recruitment processes can commence.

CONCLUSION OF IMPACT ASSESSMENT

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

No equality impact assessment required.

LEGAL IMPLICATIONS

There are no legal implications arising from this Report.

FINANCIAL IMPLICATIONS

Cabinet of 14th February 2017 agreed that any additional costs would be met from the Budget Support Reserve.

OTHER RESOURCE IMPLICATIONS, such as Human Resources, Information Services, Property, Open Spaces:

Human Resources will ensure that recruitment is conducted appropriately.

SECTION 151 OFFICER'S COMMENTS

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

MONITORING OFFICER'S COMMENTS

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

BACKGROUND PAPERS

Cabinet 14 February 2017.

Contact Officer: Angela Jackson

Telephone: 01524 58279

E-mail: ajackson@lancaster.gov.uk