

PERSONNEL COMMITTEE

6.10 P.M.

10TH APRIL 2018

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

Officers in attendance:-

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

27 DECLARATIONS OF INTEREST

No declarations were made at this point.

28 ITEMS OF URGENT BUSINESS AUTHORISED BY THE CHAIRMAN

The Chairman advised that there was one item of urgent business. This related to Interim Manager Appointments (Minute 29 refers).

29 ITEM OF URGENT BUSINESS - INTERIM MANAGER APPOINTMENTS

The Interim HR Manager left the meeting at this point having an interest in the report.

In accordance with S100B (4) of the Local Government Act 1972, the Chairman requested that the Committee give consideration to an item of urgent business regarding a report on Interim Manager Appointments. It was reported that Committee Members had considered the report at their last meeting on 3rd April 2018. The report had not been submitted to the Deputy Monitoring Officer for her comments, the Monitoring Officer having an interest, being an Interim appointment performing some Chief Officer level duties. The error in the report, which said that the Monitoring Officer had approved the report, had now been corrected, and the comments of the Deputy Monitoring Officer had been inserted. The report had been accepted as urgent business by the Chairman in order to correct the error and consider the item again as swiftly as possible.

The meeting adjourned at 6.15pm and reconvened at 6.20pm.

The Chief Executive re-presented the report, which the Committee considered on 3rd April 2018, to enable the Committee to consider the approach when engaging 'Interim Managers' through Contracts for Services to perform Chief Officer level duties, and decide if a change of approach is required.

It was moved by Councillor Kershaw and seconded by Councillor Blamire: -

"That the Committee re-affirms its decision of 3rd April 2018, as set out below."

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

Resolved: -

That the Committee re-affirms its decision of 3rd April 2018, as set out below:-

That the Chief Executive, under delegated authority, continues to manage and agree appointments for interim managers to cover Chief Officer level duties through contracts for services, potentially subject to a defined maximum length of appointment of 6 months, with approval required from Personnel Committee for any extension over 6 months. Were the Chief Executive to request that the interim manager be given the delegated powers of a Chief Officer, this matter would also come to Personnel Committee for a decision.

The Interim HR Manager returned to the meeting at this point.

30 ASSISTANT CHIEF EXECUTIVE RECRUITMENT

The Interim HR Manager submitted a report that enabled the Committee to consider the approach in respect of recruiting to the Assistant Chief Executive position.

The Council proposed to advertise this position internally only. This is a route the Council can follow when there is at least one suitable candidate for a role internally. It was envisaged that the role would be advertised for 2 weeks from 4th May 2018, and applications sought with CV and cover letter.

Attached as Appendices to the report were the draft advert for the position and the draft Job Description and Person Specification.

It was proposed that interviews for this position would be held during the week commencing 21st May 2018.

The approach to selection for interview for the position would be as follows: -

- If any current Chief Officer applied for the position, they would be guaranteed an interview;
- Any other applicant who met the specific criteria, as laid out in Annex B, would be interviewed;
- Applicants who did not meet the specific criteria outlined at Annex B would not be interviewed, unless they were an existing Chief Officer.

Should the current incumbent of the post be the only applicant who met the specific criteria, then the Committee was asked to delegate authority to the Chief Executive to confirm the outcome of the recruitment process, unless the Committee wished to be involved in a more formal selection process.

Should any existing Chief Officers apply for the post, then a robust selection process would take place, to include a brief assessment centre as well as interviews. Members of the Committee would be invited to be members of the interview panel, and ultimately decide who should be appointed to the role.

Members were asked to consider and approve the process, the draft advert, job description and person specification, so that plans for the recruitment process could be

put in place.

It was moved by Councillor Rogerson and seconded by Councillor Parkinson: -

“That should there be only one applicant for the post the Committee wishes to be involved in a more formal selection process, as set out in section 2.6 of the report.”

Members voted unanimously in favour of the proposal.

By way of amendment, it was moved by Councillor Pattison and seconded by Councillor Blamire: -

“That Personnel Committee approves the content of the recruitment documents and process for appointment to the post of Assistant Chief Executive.”

Members voted unanimously in favour of the proposal.

Resolved: -

- (1) That Personnel Committee approves the content of the recruitment documents and process for appointment to the post of Assistant Chief Executive, as set out in the report and appendices.
- (2) That should there be only one applicant for the post the Committee wishes to be involved in a more formal selection process, as set out in section 2.6 of the report.

Chairman

(The meeting ended at 6.55 p.m.)

**Any queries regarding these Minutes, please contact
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