



Committee: PERSONNEL COMMITTEE
Date: TUESDAY, 10TH APRIL 2018
Venue: LANCASTER TOWN HALL
Time: 6.10 P.M.

AGENDA

1. **Apologies for absence**
2. **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.

3. **Items of urgent business authorised by the Chairman**
4. **Assistant Chief Executive Recruitment (Pages 1 - 6)**

Report of the Interim HR Manager.

ADMINISTRATIVE ARRANGEMENTS

(i) **Membership**

Councillors Caroline Jackson (Vice-Chairman), Eileen Blamire, Ronnie Kershaw, Jane Parkinson, Margaret Pattison, Sylvia Rogerson and 1 Labour vacancy

(ii) **Substitute Membership**

Councillors Carla Brayshaw, Andrew Gardiner, Rebecca Novell, David Whitaker and Phillippa 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 Thursday, 29th March 2018.

PERSONNEL COMMITTEE**Assistant Chief Executive Recruitment****10th April 2018****Report of the Interim HR Manager****PURPOSE OF REPORT**

To enable the Committee to consider the approach in respect of recruiting to the Assistant Chief Executive position.

This report is public.

RECOMMENDATIONS

- (1) **That Personnel Committee consider and approve the content of the recruitment documents and process for appointment to the post of Assistant Chief Executive.**

1.0 Introduction

- 1.1 The Assistant Chief Executive post was originally agreed for a one year appointment, which would expire in July 2018. This was agreed at Cabinet 14th Feb 2017.
- 1.2 On 29th March 2017 at Personnel Committee it was resolved that the recruitment of the Assistant Chief Executive be delegated to the Head of Paid Service. This subsequently took place via a two stage interview process, with three candidates at the first interview stage and two candidates at the second interview stage. Where the interview panel included the Head of Paid Service, HR and another Chief Executive. Resulting in the appointment of the current Assistant Chief Executive.
- 1.3 Funding for a further two years extension for this post was agreed at full Council on 28th February 2018. This extension was proposed in view of the scale of particular work required, but also to ensure the Council has embedded within it sufficient internal commercial skill and expertise to drive forward change through a challenging and highly ambitious time.

2.0 Proposal Details

- 2.1 The Council intends to advertise this position internally only. This is typically the route the Council follows when there is clearly at least one suitable candidate for a role internally.
- 2.2 It is envisaged that the role will be advertised for 2 weeks from 4th May 2018, and applications will be sought with CV and cover letter only.

- 2.3 Attached at Annex A is the draft advert for this position, and at Annex B are the draft Job Description and Person Specification. These are, in the main, identical to the original documents used in 2017, save for some minor deletions because the advert will only be seen internally.
- 2.4 It is proposed that interviews for this position will be held during week commencing 21st May 2018.
- 2.5 The approach to selection for interview for this position will be as follows:
- If any current Chief Officer applies for the position, they will be guaranteed an interview
 - Any other applicant who meets the specific criteria as laid out in Annex B will be interviewed
 - Applicants who do not meet the specific criteria outlined at Annex B will not be interviewed, unless they are an existing Chief Officer
- 2.6 Should the current incumbent of the post be the only applicant who meets the specific criteria, then the Committee is asked to delegate authority to the Chief Executive to confirm the outcome of the recruitment process, unless the Committee wishes to be involved in a more formal selection process.
- 2.7 Should any existing Chief Officers apply for the post, then a robust selection process will take place, which will include a brief assessment centre as well as interviews. Members of Personnel Committee will be invited to be members of the interview panel, and ultimately decide who should be appointed to the role.

3.0 Conclusions

- 3.1 Members are asked to consider and approve the process outlined above, and the draft advert, job description and person specification, so that plans for the recruitment process can be put in place.

CONCLUSION OF IMPACT ASSESSMENT (including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing):
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None.

LEGAL IMPLICATIONS

There are no legal implications arising from this Report.

FINANCIAL IMPLICATIONS

At Full Council on 28th February, 2018 it was agreed to increase the 2018/19 budget by £71k and 2019/20 budget by £109k. A further £29k was included to address any applicable redundancy costs should they apply in order to continue the post until 31st March 2020.

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

Human Resources will ensure that recruitment is conducted appropriately.

DEPUTY SECTION 151 OFFICER'S COMMENTS

The Deputy Section 151 Officer has been consulted and has no comments.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no comments.

BACKGROUND PAPERS

Contact Officer: Dave Rigby

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E-mail: darigby@lancaster.gov.uk

DRAFT Internal Advert

Assistant Chief Executive – Fixed Term to 31/3/2020

The Council is seeking to appoint a senior, commercially focused professional with demonstrable experience of implementing rapid change within a complex organisation, whilst maximising commercial advantage. Working closely with the Chief Executive and other members of the Senior Leadership Team, this is a role which is central to the shaping of both the Council and the District.

This role offers an exciting opportunity for a highly driven, resilient, solution focussed individual with a desire to innovate and improve, who will take forward a number of key strategic initiatives, including the implementation of a commercialisation strategy.

You must have a strong track record of strategic thinking, practical action and delivery, coupled with commercial acumen. This role will suit an individual with significant experience of change management within complex organisations and of developing and implementing commercial opportunities within short timescales.

To apply for this position, please forward your current CV and covering letter, setting out how you meet the criteria for the role, to recruitment@lancaster.gov.uk

Draft Job Description and Person Specification

Assistant Chief Executive

Reporting to: Chief Executive

Job Purpose

Develop, lead and implement the Council's commercialisation strategy, ensuring the Council's assets are maximised.

Formulate and implement a 'One Council' approach, ensuring that service delivery is appropriately aligned to improve the customer experience, for example taking out inefficient processes.

Take a proactive role in ensuring the Council's vision, values, priorities and strategic objectives are actively promoted and made a reality.

Responsibilities

Work with other senior leaders and Elected Members in implementing the Council's overall strategic direction and modernisation agenda.

Be the strategic lead for the Council's commercialisation strategy, ensuring early identification and implementation of opportunities to maximise income generation from the Council's assets.

Take a lead role in the transformation of the organisation, identifying opportunities to improve effectiveness and to modernise the Council's current approach, ensuring that those opportunities are implemented within clear timescales.

Contribute to the effective management and development of the Council's services as a whole and the achievement of its corporate objectives, whilst ensuring that statutory obligations are met.

Promote and participate in effective internal and external partnerships to deliver community and corporate objectives, demonstrating 'Community Leadership' in accordance with the priorities outlined in the Council's Corporate Plan.

Qualifications

Degree or relevant experience

Formal management qualification or relevant experience

Experience

Experience of identifying, developing and implementing commercial opportunities, within challenging timescales.

Significant experience of successfully implementing transformational change within a complex organisation, so that services are maintained and improved.

Experience of working collaboratively and creatively with key stakeholders on cross-service projects.

Knowledge/Skills/Abilities

Demonstrable commercial acumen.

Ability to deliver measurable outcomes within challenging timescales.

Highly effective communicator, influencer and negotiator.

Ability to manage complex issues and obtain suitable outcomes.

Proactive, resilient and solution focused.

Clear commitment to delivering positive outcomes for customers.

