



Committee: PERSONNEL COMMITTEE
Date: TUESDAY, 14 AUGUST 2018
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 19th July, 2018 (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. **Executive Team Recruitment** (Pages 1 - 2)

Report of the Interim HR Manager.

6. **Exclusion of the Press and Public**

The Committee is recommended to pass the following recommendation in relation to the following items:-

"That, in accordance with Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following items of business, on the grounds that they could involve the possible disclosure of exempt information as defined in paragraphs 1 and 2 of Schedule 12A and Part 2 of that Act."

Members are reminded that, whilst the following items have been marked as exempt, it is for the Committee itself to decide whether or not to consider each of them in private or in public. In making the decision, Members should consider the relevant paragraph of Schedule 12A of the Local Government Act 1972, and also whether the public interest in maintaining the exemption outweighs the public interest in disclosing the information. In considering their discretion Members should also be mindful of the advice of Council Officers.

The Committee will adjourn at this point and convene as an informal Recruitment Panel to facilitate shortlisting for the Executive Team. Once this has been conducted, the Committee will re-convene to consider a shortlist of candidates

7. Executive Team - Shortlisting

To consider shortlisting for the Executive Team.

The following report is exempt from publication by virtue of part 2, of Schedule 12a of the Local Government Act 1972. The constitutional exemption for Chief Officer reports does not come into play for this report by virtue of Article 8 Human Rights Act 1998. This report is private.

8. Personnel Committee - Complaint (Pages 3 - 13)

Report of the Monitoring Officer.

ADMINISTRATIVE ARRANGEMENTS

(i) Membership

Councillors Ronnie Kershaw (Chairman), Margaret Pattison (Vice-Chairman), Eileen Blamire, Claire Cozler, Caroline Jackson, Susan Sykes and Phillippa Williamson

(ii) Substitute Membership

Councillors Betts-Patel (Substitute), Rebecca Novell (Substitute), Jane Parkinson (Substitute), Sylvia Rogerson (Substitute) and David Whitaker (Substitute)

(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 Monday, 6th August, 2018.

PERSONNEL COMMITTEE**Executive Team Recruitment****14 August 2018****Report of the Interim HR Manager****PURPOSE OF REPORT**

To enable the Committee to consider a request that Portfolio Holders are able to participate in the selection process for the newly agreed Directors

This report is public

RECOMMENDATIONS

(1) That the Personnel Committee agrees to portfolio holders attending the final stage interviews for the 3 new Director roles in September 2018, should they request it, on the basis that:

- a) Portfolio holders are able to provide their feedback to Personnel Committee following each interview
- b) Portfolio holders do not participate in the vote to appoint the successful candidates

1. Background

- 1.1 Following approval at full Council of the new Executive Team structure, recruitment processes have commenced, with a view to final interviews for the roles being held on 12th, 13th and 14th September 2018. The interviews will be carried out by Personnel Committee members, the Chief Executive and an external specialist.
- 1.2 The Constitution confirms that it is for Personnel Committee to appoint candidates to these new roles, on the basis that the appointees would be employed on Chief Officer terms and conditions of employment. Only Committee members would have the right to vote on the outcome of these interviews.
- 1.3 It is anticipated that portfolio holders would work closely with those appointed to these new roles, in the same way they work currently with Chief Officers.

2. Considerations

- 2.2 Within Cabinet, there are a number of portfolio holders with specific responsibility for different elements of the Council's functions, as follows:
 - Eileen Blamire, Communications, Performance Management, Democratic Services, Legal and HR
 - Janice Hanson, Economic Regeneration and Planning
 - Nathan Burns, Property Services, Car Parking, ICT and Customer Services
 - Brendan Hughes, Community Safety, Clean and Green
 - Darren Clifford, Leisure, Culture and Tourism, Climate Change
 - Margaret Pattison, Markets, Voluntary Sector, Older People and Rural Areas
 - Andrew Warriner, Housing and Environmental Health
 - Anne Whitehead, Finance, Revenues & Benefits and Skills

- 2.3 Two members of Cabinet are also members of Personnel Committee and therefore will have the opportunity to participate in, and vote on the outcome of the interviews. Other Cabinet members may wish to observe and provide feedback to Personnel Committee following the interviews, should they be afforded the opportunity.

3. Conclusion

- 3.1 It is suggested that the offer be made to portfolio holders to participate in the selection process as outlined in the recommendations above. This will enable the Personnel Committee to take into account the views of those members who have close links to the work which the newly appointed Directors will be required to oversee, in addition to the views of the Chief Executive and external specialist.

CONCLUSION OF IMPACT ASSESSMENT (including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing):	
None	
LEGAL IMPLICATIONS Decision making on these appointments is delegated to the Personnel committee by full council. The decision can only be made by the committee and the committee may only consider relevant information. If an observer was to be permitted, they must be excluded when the committee considers the decision, they may not participate on the decision making process. None committee members would not be entitled to speak to or ask questions of the candidates in the committee forum.	
FINANCIAL IMPLICATIONS	
None	
OTHER RESOURCE IMPLICATIONS, such as Human Resources, Information Services, Property, Open Spaces:	
None	
SECTION 151 OFFICER'S COMMENTS	
The S151 Officer has been consulted and has no further comments	
MONITORING OFFICER'S COMMENTS The constitutional arrangements provide for the decision to be made by Personnel Committee. The membership and terms of reference of personnel committee are set by the constitution. There is no barrier to observers being present but they are not participatory both in the discussion and decision making process.	
BACKGROUND PAPERS	Contact Officer: Dave Rigby Telephone: 01524 582180 E-mail: darigby@lancaster.gov.uk

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