



**Committee:** PERSONNEL COMMITTEE

**Date:** MONDAY, 22 OCTOBER 2018

**Venue:** LANCASTER TOWN HALL

**Time:** 4.00 P.M.

## A G E N D A

1. **Apologies for absence**

2. **Minutes**

Minutes of meetings held on 12<sup>th</sup>, 13<sup>th</sup>, 14<sup>th</sup> and 18<sup>th</sup> September, 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. **Head of Legal Services & Monitoring Officer**

Report of the Interim HR Manager. (Report to follow)

6. **Recruitment of Director of Corporate Services (Pages 1 - 3)**

Report of the Interim HR Manager.

## 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 Amara 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](mailto:sjmetcalfe@lancaster.gov.uk).

**(iv) Changes to Membership, substitutions or apologies**

Please contact Democratic Support, telephone 582170, or alternatively email [democraticsupport@lancaster.gov.uk](mailto:democraticsupport@lancaster.gov.uk).

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

Published on Friday, 12<sup>th</sup> October, 2018.

<b>PERSONNEL COMMITTEE</b>
----------------------------

**Recruitment for Director of Corporate Services****22 October 2018****Report of the Interim HR Manager**

<b>PURPOSE OF REPORT</b>
--------------------------

To enable the Committee to agree the selection processes for the Director of Corporate Services.
--

This Report is public
-----------------------

**RECOMMENDATIONS****That Personnel Committee**

- (1) Consider and approve the proposed processes for selection for the Director of Corporate Services**

**1.0 Recruitment Process to Date**

- 1.1 The role of Director of Corporate Services was agreed by full Council as a new role forming part of the revised senior management structure within the Council.
- 1.2 The role was advertised, along with the two other director roles, in July 2018. Following a thorough recruitment exercise, an appointment to this post was not made. Personnel Committee agreed that the role should be re-advertised to attract new candidates for the role.

**2.0 Proposed Process**

- 2.1 When the role was originally advertised, steps were taken to ensure the advert was placed in numerous publications, both online and in print. Whilst this ensured a high number of applications, the exercise did not secure sufficient high quality candidates to enable an appointment to be made.
- 2.2 The Council will engage the services of Veredus, a specialist recruitment agency, to take this process forward.
- 2.3 The following process will be followed this time,
- A full executive search process, managed by Veredus, to actively search for suitable candidates and secure candidate interest in the role. This will include a headhunting approach, rather than simply candidate database searches and advertising.
  - Veredus will carry out an initial sift of applications, and provide a report for the Council recommending who the Council should take forward to first stage (technical) interviews. Personality questionnaires will be completed by

candidates at this stage via Veredus, so that outputs can be factored into the report coming to Personnel Committee.

- c. It is proposed that this report be brought to Personnel Committee to agree which candidates are taken to first stage interview.
- d. First stage interviews will be carried out by the Chief Executive, Assistant Chief Executive and the HR Project Manager.
- e. Following these interviews, candidates who meet the relevant criteria will be taken to the final stage, which will involve interviews with the Personnel Committee
- f. A set of questions will be developed and agreed with Personnel Committee prior to the interviews taking place, which will include a brief presentation at the beginning of the interview.
- g. Verbal references will be sought by Veredus for the Committee to consider before a final decision is made.
- h. The final interviews will involve Personnel Committee members, up to two portfolio holders, the Chief Executive, Assistant Chief Executive and HR Project Manager.
- i. The final decision will rest with Personnel Committee members.

## 3.0 Costs

- 3.1 The costs incurred through this recruitment process will be circa £16,000, as quoted by Veredus. For roles at this level, agencies tend to work on a retainer basis, which means the charge will be incurred regardless of the outcome. However, the agency in this case would continue to source candidates if an appointment was not made from a first round of interviews. These costs equate to 20% of the salary for the role, which is at the lower end of the standard rate for roles at this level.
- 3.2 These costs would be met from some of the savings identified so far through the implementation of the restructure at this level. Notably, a cost was included for a potential redundancy at Chief Officer level to take place in June 2019, costing circa £34,000, however this redundancy will not take effect due to the outcomes of the selection processes so far.

## 4. Conclusion

- 4.1 It is recommended that Personnel Committee approve the approach outlined above to the recruitment of the Director of Corporate Services.

### CONCLUSION OF IMPACT ASSESSMENT

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

There is no impact.

### LEGAL IMPLICATIONS

There are no legal implications arising from this Report.

### FINANCIAL IMPLICATIONS

As outlined above, there is no additional financial impact of using this approach to recruit for this role.

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

Human Resources will ensure that any processes in relation to recruitment are in line with any related internal employment policy and employment legislation.

**SECTION 151 OFFICER'S COMMENTS**

The s151 Officer has been consulted and has no further comments.

**MONITORING OFFICER'S COMMENTS**

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

**BACKGROUND PAPERS**

**Contact Officer:** Dave Rigby

**Telephone:** 01524 582180

**E-mail:** [darigby@lancaster.gov.uk](mailto:darigby@lancaster.gov.uk)