

**CHIEF EXECUTIVE
RECRUITMENT COMMITTEE**

4.30 P.M.

18TH FEBRUARY 2019

PRESENT:- Councillors Ronnie Kershaw (Chairman), Eileen Blamire (Vice-Chairman),
Claire Cozler, Jane Parkinson, Margaret Pattison and Sylvia Rogerson

Apologies for Absence

Councillors Amara Betts-Patel, Caroline Jackson and Susan Sykes

Officers in attendance:-

Dave Rigby	HR Projects Manager
Debbie Chambers	Democratic Services Manager

Also in attendance:-

Gill Taylor	SOLACE
Peter John	Penna Recruitment

20 MINUTES

The minutes of the meeting held on 24 January 2019 were agreed as a correct record.

21 DECLARATIONS OF INTEREST

There were no declarations of interest.

22 OPTIONS FOR THE SELECTION PROCESS (PAGE 3)

The HR Projects Manager introduced Ms Gill Taylor and Mr Peter John. Ms Taylor had been appointed to advise the Committee via SOLACE (the Society of Local Authority Chief Executives) and had knowledge and experience as a former Chief Executive in Lancashire and as an adviser to the current, and former, Chief Executive's Appraisal Panel at Lancaster City Council. Mr John, from Penna recruiting consultancy, outlined the work Penna would carry out during the recruitment process on behalf of the City Council, and the considerable experience he had in recruiting high calibre candidates to similar roles.

A draft timetable for the process was circulated and agreed. Mr John outlined the process and went into detail about the proposals for each part of the procedure.

Members were happy with both the outline timetable and the processes described, which aimed to reach appointment stage at the 26 June 2019 Council meeting.

Resolved:

That the draft outline timetable (appended), be approved.

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Chairman

(The meeting ended at 5.15 p.m.)

Any queries regarding these minutes, please contact

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**Debbie Chambers, Democratic Services - 01524 582057 or email
dchambers@lancaster.gov.uk**

CE – Lancaster City Council

Outline Timetable agreed by the CE Recruitment Committee: 19 February 2019

Date	Activity
18 th February	Briefing meeting Appointments Committee <ul style="list-style-type: none"> • Initial briefing meeting with search consultants to agree: <ul style="list-style-type: none"> ○ Project plan and design of campaign ○ Search strategy
25 th February	<ul style="list-style-type: none"> ○ Job Description and Person Spec ○ Advertising materials and media, microsite content • Tailored search to begin as agreed to produce initial search ID
w/c 4 th March	<ul style="list-style-type: none"> • Soft discussions and market testing with prospective candidates
w/c 8 th April 2019	<ul style="list-style-type: none"> • Advert to go live in print (MJ/Any other selected publications) inc Microsite if appropriate)
ongoing	<ul style="list-style-type: none"> • Search reports issued to you weekly with regular updates • Confidential conversations can be organised with key stakeholders and potential strong candidates that Penna have identified
Friday 4 th May	<ul style="list-style-type: none"> • Closing date delayed to tie in with the May 2nd Election process • Search concluded
w/c 20 th May	<ul style="list-style-type: none"> • Lancaster Council Appointments Committee re-constituted
June 2019 tbc	<ul style="list-style-type: none"> • Sift reports (“A,B,C”) produced for all applicants with comments and recommendations
June 2019 tbc	<ul style="list-style-type: none"> • Long list meetings organised to finalise candidates being taken forward to next process for each role • Successful candidates made aware and informed of further progress
June 2019 tbc	Technical interviews to be undertaken
June 2019 tbc	<ul style="list-style-type: none"> • Shortlist meetings organised to finalise candidates being taken forward to final panel Detailed reports and (“A,B,C”) ratings • Successful candidates made aware and informed of further progress
June 2019 tbc	<ul style="list-style-type: none"> • Assessment Centre and Final Panel Interviews - appointment
ongoing	<ul style="list-style-type: none"> • Post appointment support, negotiations and candidate care for all candidates.