

**CHIEF EXECUTIVE
RECRUITMENT SUB-
COMMITTEE**

4.30 P.M.

25TH FEBRUARY 2019

PRESENT:- Councillors Ronnie Kershaw (Chairman), Claire Cozler, Caroline Jackson and Jane Parkinson

Officers in attendance:-

Dave Rigby	HR Projects Manager
Debbie Chambers	Democratic Services Manager

Also in attendance:-

Gill Taylor	SOLACE
Peter John	Penna Recruitment

1 DECLARATIONS OF INTEREST

There were no declarations of interest.

2 JOB DESCRIPTION AND PERSON SPECIFICATION

The HR Projects Manager circulated two documents. One set out some relevant extracts from the Chief Executive Appraisal Panel meeting held on 20 February 2019. The extracts provided the current Chief Executive's reflections on her time at Lancaster; advice she would give to a new Chief Executive taking on the role; any things she would have done differently and what she saw as her legacy.

The Sub-Committee then considered the draft job description, which had been slightly revised by Mr John, and discussed any further revisions they would like to see.

After discussion, some slight amendments to the job description were agreed. These were:-

On bullet point 6, to add the word 'media' after 'stakeholders'.

On bullet point 7, to add the word 'collaborative' before 'values led'.

In 'other requirements', third paragraph, to add 'in an effective and appropriate way' after 'at ease'.

It was agreed that the HR Projects Manager would email the final version to members of the sub-committee and that the wording of the job advert would also be emailed out.

Mr John explained the likely content of the pack of information which would go out to prospective candidates. This would include information about living and working in Lancaster district, as well as information about the City Council, the role of Chief Executive and the Job Description and Person Specification.

Resolved:

- (1) That the job description and person specification be agreed, subject to the following amendments:

On bullet point 6, to add the word 'media' after 'stakeholders'.

On bullet point 7, to add the word 'collaborative' before 'values led'.

In 'other requirements', third paragraph, to add 'in an effective and appropriate way' after 'at ease'.

- (2) That the final version of both documents and the draft wording of the job advert be emailed out to members of the Sub-Committee by the HR Projects Manager.

Chairman

(The meeting ended at 4.55 p.m.)

**Any queries regarding these minutes, please contact
Debbie Chambers - tel: 582057 or email: dchambers@lancaster.gov.uk**