



Committee: CHIEF EXECUTIVE RECRUITMENT COMMITTEE

Date: TUESDAY, 4 JUNE 2019

Venue: LANCASTER TOWN HALL

Time: 6.00 P.M.

A G E N D A

1. **Apologies for absence**

2. **Minutes** (Pages 1 - 3)

To receive as a correct record the minutes held on 18 February 2019 (attached).

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 10 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 Chair**

5. **Appointment of Vice Chair**

To appoint a vice-chair of the Committee for 2019/20.

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

The Committee is recommended to pass the following recommendation in relation to the following item(s):-

"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 item(s) 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 of that Act."

Members are reminded that, whilst the following item(s) 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.

7. Longlist report

A report from Penna Consultants will be provided for consideration at the meeting.

8. Assessment days

To consider the process for the final assessment days. Penna Consultants will provide further information.

ADMINISTRATIVE ARRANGEMENTS

(i) Membership

Councillors John Reynolds (Chair), Stephie Barber, Adrian Duggan, Tim Hamilton-Cox, Tricia Heath, Caroline Jackson, Geoff Knight, Erica Lewis and Anne Whitehead

(ii) Substitute Membership

Councillors Phillip Black, Roger Dennison, Kevin Frea and Stewart Scothern

(iii) Queries regarding this Agenda

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

(iv) Changes to Membership, substitutions or apologies

Please contact Democratic Support, telephone 582170, or alternatively email democraticsupport@lancaster.gov.uk.

KIERAN KEANE
CHIEF EXECUTIVE,
TOWN HALL,
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Published on 22 May 2019..

**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

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.