

**CHIEF EXECUTIVE
RECRUITMENT COMMITTEE**

5.30 P.M.

2ND DECEMBER 2021

PRESENT:- Councillors Tim Hamilton-Cox (Chair), Richard Austen-Baker, Roger Cleet (substitute for Merv Evans), Adrian De La Mare, Cary Matthews, Oliver Robinson, Jason Wood (substitute for Erica Lewis) and Joanna Young

Apologies for Absence:

Councillors Merv Evans and Erica Lewis

Officers in attendance:

Sarah Davies	Director of Corporate Services
Arshaluse Gougazian	Interim Head of HR
Stephen Metcalfe	Principal Democratic Support Officer

12 MINUTES

The minutes of the meeting held on 18 October 2021 were agreed as a correct record.

13 DECLARATIONS OF INTEREST

No declarations of interest were made.

14 ITEMS OF URGENT BUSINESS AUTHORISED BY THE CHAIR

There were no items of urgent business.

15 EXCLUSION OF THE PRESS AND PUBLIC

It was moved by Councillor Jason Wood, seconded by Councillor Oliver Robinson and resolved as follows.

Resolved:

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 of business on the grounds that it could involve the possible disclosure of exempt information as defined in paragraphs 1, 2 and 3 of Schedule 12A of that Act.

16 RATIFICATION OF APPOINTMENT

The Committee considered a report of the Head of HR to ratify the appointment of Consultants to support the work of the Council in recruiting a new Chief Executive.

It was moved by Councillor Wood, seconded by Councillor Robinson and unanimously agreed: -

"That the recommendations set out in the report be agreed, subject to negotiation regarding assessment of costs."

Resolved:

That the appointment of Tile-Hill Executive Recruitment to provide consultancy services for the recruitment of the Chief Executive be ratified, subject to negotiation regarding assessment of costs.

17 CANDIDATE PACK AND RECRUITMENT PROCESS

The Head of HR submitted a report to agree the Candidate Pack (including remuneration) and Recruitment process for the Chief Executive.

At this point Greg Hayes, Director and David Weir, Founding Director, of Tile-Hill joined the meeting via Microsoft Teams. There was a short period of introductions.

The Committee considered the salary for the position of Chief Executive.

It was moved by Councillor Wood and seconded by Councillor De La Mare and unanimously agreed:-

"That the salary at which the role of Chief Executive will be advertised will be a core salary at £120,000 per annum and a re-location package of up to £6,000 to be made available."

The Committee considered the Job Description for the position. The Committee queried several issues as follows:

- A) Purpose of Role – query regarding "Lancaster Leader", to read "District Leader".
- B) Language used; To be clear on diverse landscape of the district, and the nuances of the political profile.
- C) Professional Accountability – query regarding the word "success". To consider replacing with "future prosperity" and/or "values as set by the Council."
- D) Qualifications – Query regarding the meaning of "clearance". The applicants to be educated to degree level or have relevant experience or other relevant qualifications to be an essential criterion and that an MBA or MPA or equivalent, or training in management or finance be desirable criteria.
- E) Key Accountabilities – duplication of wording in paragraph 6.

It was agreed that the Job Description be considered at a future meeting.

The Committee considered the Candidate Information Pack. It was clarified that an online Microsite would replace the Candidate Information Pack. This was in keeping with industry current recruitment practise for senior positions.

It was agreed that the Lancaster Brand launch video be placed on the Microsite landing page if appropriate and that a written statement be produced and signed by the Leaders of the 4 largest political groups. That the written statement be drafted by the Chair of this Committee in conjunction with officers and endorsed by the signatories. That the statement contains approximately 500 words.

Members then considered the Timeline. Tile-Hill informed the Committee that the Timeline would need to be delayed by a week, to commence on 13th January 2022 due to lead times of the Municipal Journal (MJ) with the process concluding week commencing 7th March 2022. A teaser advert could be included in MJ on 16th December 2021.

The Committee agreed Option 3 with a Microsite being provided. It was also agreed that there would be no mock media interview, role play or psychometric testing.

It was noted that the Committee would consider other additional optional extras and costs at a later date.

The Committee agreed that, in view of timescales, that the next meeting be held on Monday 13th December 2021, commencing at 4.00pm.

Resolved:

- (1) That the salary at which the role of Chief Executive will be advertised will be a core salary at £120,000 per annum and a re-location package of up to £6,000 to be made available.
- (2) The Job Description to be considered at a future meeting.
- (3) Regarding the Candidate Information Pack that the Lancaster Brand launch video be placed on the Microsite landing page if appropriate and that a written statement be produced and signed by the Leaders of the 4 largest political groups. That the written statement be drafted by the Chair of this Committee in conjunction with officers and endorsed by the signatories. That the statement contains approximately 500 words.
- (4) The Committee agreed Option 3 with a Microsite being provided, with no mock media interview, role play or psychometric testing. The Committee to consider other additional optional extras and costs at a later date.
- (5) That the next meeting be held on Monday 13th December 2021, commencing at 4.00pm.

Note: Agreed as a correct record, subject to clarification at the next Committee meeting (Minute 19 refers).

18 CONTINGENCY ARRANGEMENTS

The Committee agreed to defer this item to the next meeting.

Chair

(The meeting ended at 7.50 p.m.)

**Any queries regarding these Minutes, please contact
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