

**CHIEF EXECUTIVE  
RECRUITMENT COMMITTEE**

**4.00 P.M.**

**13TH DECEMBER 2021**

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

Apologies for Absence:

Councillors Roger Cleet, 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

<u>Also Present Via Teams Link</u>	Tile Hill representatives
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**19 MINUTES**

The minutes of the meeting held on 2 December 2021 were agreed as a correct record, subject to the following clarification. The Committee proactively agreed that it still wished the proposed day 1 of interviews by panels of external stakeholders and internal senior managers to take place. Further that the Chief Executive observer attend and report on all interviews on both days. The Chair queried and requested clarification on the owner of the action to agree a draft text for the landing page of the microsite. This was discussed.

On further reflection, the Committee do not wish to dictate to either our external partners or our senior officers the manner and form which would allow them to give us the best advice possible. They should be free to decide for themselves, not just the questions they wish to ask applicants but also the most appropriate format. This may involve some kind of prepared or un-prepared scenario element if they feel this will give them the best understanding of the relative strengths and weaknesses of each candidate.

**20 DECLARATIONS OF INTEREST**

No declarations of interest were made.

**21 ITEMS OF URGENT BUSINESS AUTHORISED BY THE CHAIR**

There were no items of urgent business.

**22 EXCLUSION OF THE PRESS AND PUBLIC**

It was moved by Councillor Cary Matthews, seconded by Councillor Adrian De La Mare 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.

**23 CANDIDATE PACK AND RECRUITMENT PROCESS**

The Committee considered an updated version of the Role Profile and Job Description for the position of Chief Executive. The Committee agreed the Role Profile and Job Description with the following additions/amendments:

Purpose of Role – include Heysham and surrounding rural areas.

Key Accountabilities, bullet point 7: - at the end include the wording “and these are adhered to”.

Qualifications – To include the wording “You will have a degree level qualification and It is desirable to have a postgraduate level qualification in a relevant field.”

To have the key accountabilities re-grouped thematically categorised with some headings to summarise and make more readable.

The Committee then considered Tile Hill’s Process-Update. The Committee agreed subject to the following amendments:

Staff Panel – To include a diversity champion and also to include Trade Union representation. Noted that this was being applied in the formation of the Panel.

Stakeholders list – to include:

Lancaster University  
Police  
Lancashire County Council  
Lancaster District CVS  
District Chamber  
Lancaster and Morecambe College  
Morecambe Bay CCG  
LFRS  
University of Cumbria

That expressions of interest be requested from the above organisations at this stage. It was noted that the quality of representation from organisations would be important in the final selection.

Look to co-opt to the Committee the Leader as an observer. Noted that there will be a political re-balance of Committee membership following the next meeting of full Council.

The Committee discussed the merits of appointing a smaller Final Interview Panel and a majority were in favour of this. Options such as including Committee members not on the final panel as observers in other panels were discussed with the full Committee taking information from all assessment processes in a Final Appointments Committee in order to make its recommendation to Council. It was agreed to finalise the composition and precise mechanisms of an Interview Panel at the next meeting of the Committee.

Advertising – A half page advert was agreed.

Microsite - Welcome letter to be co-signed, draft circulated to the Leaders of the four largest political groups. To re-consider outdated information regarding the Storey. Not to include MTFS until updated. To look to include Lancaster Brand videos

Search Campaign details - Teaser advert appears in MJ 16<sup>th</sup> December 2021. Closing date for applications Sunday 6<sup>th</sup> February Midnight.

Final Selection – W/c 7 March 2022. Provisional date set for 4.30pm, 10 March 2022.

***Resolved:***

The details set out above were agreed.

**24 CONTINGENCY ARRANGEMENTS**

***(The Director of Corporate Services declared an interest in this item and left the meeting at this point)***

The Committee agreed to re-consider this item at its next meeting.

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Chair

(The meeting ended at 5.35 p.m.)

**Any queries regarding these Minutes, please contact  
Stephen Metcalfe, Democratic Services - 01524 582073, or email  
smetcalfe@lancaster.gov.uk**