

**CHIEF EXECUTIVE
RECRUITMENT COMMITTEE**

5.00 P.M.

10TH FEBRUARY 2022

PRESENT:- Councillors Tim Hamilton-Cox (Chair), Erica Lewis (Vice-Chair), Keith Budden, Roger Cleet (Substitute for Merv Evans), Andrew Gardiner, Cary Matthews and Jason Wood (substitute for Oliver Robinson)

Apologies for Absence:

Councillors Merv Evans, Kevin Frea, Ross Hunter and Oliver Robinson

Observer: Councillor Caroline Jackson

Officers in attendance:

Arshaluse Gougazian	Interim Head of HR
Stephen Metcalfe	Principal Democratic Support Officer

Also Present Via Teams Link	Greg Hill, Tile Hill Karen Satterford, Technical Assessor
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32 MINUTES

The minutes of the meeting held on 13th January 2022 were approved as a correct record, subject to the following amendments:

Minute 30, add the following to the note after "19.5." as the Interview Panel contains 2 Members from a political group that is one sixth of the Council but 40% of the Interview Panel.

Minute 31, add the following to the last paragraph and resolution after the word "extend" "to the point that the permanent postholder starts their appointment."

33 DECLARATIONS OF INTEREST

No declarations of interest were made.

34 ITEMS OF URGENT BUSINESS AUTHORISED BY THE CHAIR

There were no items of urgent business.

35 EXCLUSION OF THE PRESS AND PUBLIC

It was moved by Councillor Jason Wood, seconded by Councillor Erica Lewis 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.

36 LONGLISTING

The Committee was requested to consider a report that set out the current position with regard to the Chief Executive recruitment process.

Technical Assessor

It was reported that Karen Satterford had been appointed as Technical Assessor, to support the Council in shortlisting the candidates who would proceed to final interview. Karen Satterford joined the meeting from 5:15pm via Teams for the purpose of introductions. Her brief biography was provided for the Committee, set out below.

The former CE of Wycombe Council with 18 years' experience as CEO of large and complex organisations. Highly experienced and successful national and international coach and mentor for 8 years to existing and aspiring CEOs and Directors. Experienced with clients in Local Government Unitary, London Borough, County and District Councils, Civil Service and voluntary sector both in the UK and overseas. Experienced Technical Assessor for CEO and Director recruitments. Member of University Council at Bucks New University. Experienced Non Executive Board Director. Charity Trustee.

Karen Satterford was asked questions and took note of where Council Members wished applicants to be probed on their applications and then left the meeting.

Longlisting

Tile Hill had produced and presented a longlisting report. Marginal candidates were discussed and it was agreed that these would not progress to the shortlisting stage. It was also agreed that those not recommended for interview should also not progress for shortlisting. Nine candidates were put forward who had been recommended for interview and it was agreed that these be progressed to the technical assessment stage with preliminary interviews with Tile Hill and the Technical Assessor week commencing 14 February 2022. Short listing with this Committee would take place on 24 February 2022. The final selection was confirmed for 9 March with a stakeholder and also a staff panel with the Chief Executive Interview Panel meeting to interview on Day 2 on 10 March 2022, for the Chief Executive Recruitment Committee to discuss and agree a recommendation for appointment on the same date. The recommendation to be submitted to Council on 16 March 2022.

It was noted that the Councillors on the Interview Panel were:

Councillors Hamilton-Cox, Lewis, Caroline Jackson, Gardiner and Matthews.

The current Chief Executive to attend meetings as an observer. Substitutes to be permitted by each political group in view of current issues with COVID-19.

Contingency Arrangements

It was agreed that the Head of HR would arrange interviews for candidates to attend with the full Chief Executive Recruitment Committee from 4.00pm on Monday, 21 February 2022.

Meetings

It was noted that meetings of the Chief Executive Recruitment Committee would be arranged on the following dates:

21 and 24 February 2022 and 10 March 2022.

Resolved:

The details set out above were agreed.

37 CONTINGENCY ARRANGEMENTS

This item had been considered earlier in the meeting.

38 DATES OF FUTURE MEETINGS

This item had been considered earlier in the meeting.

Chair

(The meeting ended at 7.20 p.m.)

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