

## Chief Executive Recruitment Committee Draft Work Plan

| Date              | Activity / Event                                             |                                                                                                                                                                                                          | Link Officer    | Attendance Required By                 |
|-------------------|--------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------|
| 23 November 2015  | Initial Meeting of the Chief Executive Recruitment Committee |                                                                                                                                                                                                          |                 |                                        |
|                   |                                                              | Agree the work plan and in principle the timeline / event dates                                                                                                                                          | HR & OD Manager | All Committee Members                  |
|                   |                                                              | Appointment of Consultants to support the Recruitment Process                                                                                                                                            |                 |                                        |
|                   |                                                              | Agree the principle of an Advisor to the Committee                                                                                                                                                       |                 |                                        |
|                   |                                                              | Consider Job Description and Person Specification                                                                                                                                                        |                 |                                        |
|                   |                                                              | Consider Chief Executive Remuneration                                                                                                                                                                    |                 |                                        |
|                   |                                                              | Consider whether to set up a Sub-Committee for Information Pack and Job Advert                                                                                                                           |                 |                                        |
|                   |                                                              |                                                                                                                                                                                                          |                 |                                        |
| 7/8 December 2015 |                                                              | Meeting with NWEmployers to review guidance on : <ul style="list-style-type: none"> <li>• Remuneration</li> <li>• Job Description (if required)</li> <li>• Person Specification (if Required)</li> </ul> |                 | All Committee Members                  |
| 9 -16 December    |                                                              | Review and Agree Recruitment Information Pack and Job Advert                                                                                                                                             | HR & OD Manager | All Committee Members or Sub-Committee |
| 16 December 2015  |                                                              | Report to Full Council on: <ul style="list-style-type: none"> <li>• Remuneration</li> </ul>                                                                                                              |                 |                                        |
|                   | Promote Vacancy                                              |                                                                                                                                                                                                          |                 |                                        |

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| <b>17 December 2015</b>     |                             | Press release and promotion of forthcoming vacancy                                                                                                                                                                                                                                                                                                                                                                                 | HR & OD Manager                            |                       |
| <b>11 January 2016</b>      |                             | <p>Job Promoted in Municipal Journal, Jobs Go Public, NW Employer</p> <p>Proposed promotion week of 11 January 2016</p> <ul style="list-style-type: none"> <li>Email circulation to all Chief Officers/ Chief Executives in Municipal Year Book database</li> <li>Circulated to regional directors of Employers Orgs to forward to authorities across the country</li> <li>Email to all NW Employer leadership contacts</li> </ul> | HR & OD Manager                            |                       |
| <b>12 February 2016</b>     | <b>Closing Applications</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                            |                       |
|                             |                             | <p>Closing Date for application</p> <ul style="list-style-type: none"> <li>Applications returned directly to Council.</li> <li>Council manage initial communication with candidates to confirm receipt.</li> </ul>                                                                                                                                                                                                                 | HR & OD Manager<br>&<br>HR Service Manager |                       |
| <b>w/c 15 February 2016</b> | <b>Applicant Scoring</b>    |                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                            |                       |
|                             |                             | Assessment of applicants against Person Specification (PS) essential / desirable criteria to identify any applications that do not meeting minimum requirements                                                                                                                                                                                                                                                                    | HR & OD Manager<br>&<br>HR Service Manager |                       |
| <b>w/c 15 February 2016</b> | <b>Long Listing</b>         |                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                            |                       |
|                             |                             | <p>Presentation of all Applications and Scores to the Committee.</p> <p>Presentation of Recommended Long List</p> <p>Committee select Long List Candidates</p>                                                                                                                                                                                                                                                                     | HR & OD Manager<br>&<br>HR Service Manager | All Committee Members |
| <b>w/c 29 February 2016</b> |                             | Long Listed Candidates interviewed by Advisor / Consultants                                                                                                                                                                                                                                                                                                                                                                        | HR & OD Manager<br>&<br>HR Service Manager |                       |

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| <b>w/c 7 March 2016</b>  | <b>Outcome of Long List Interviews reported to Committee</b> |                                                                                                                                                                                                                                                                                                                    |                                                             |                              |
|                          |                                                              | <p>Presentation of all 'Long Listed Candidates by Advisor &amp; Consultants with Commentary on Personal Strengths, Technical Competence and Knowledge against Selectin Criteria.</p> <p>Committee consider the report of the Advisor and Consultants</p> <p>Committee 'Short List' highest Ranking Candidates.</p> | <p>HR &amp; OD Manager<br/>&amp;<br/>HR Service Manager</p> | <p>All Committee Members</p> |
| <b>w/c 14 March 2016</b> | <b>Assessment Centre</b>                                     |                                                                                                                                                                                                                                                                                                                    |                                                             |                              |
|                          |                                                              | <p>Personality questionnaire Wave+16PF</p> <p>Consultant to undertake analysis of self-evaluation; preferences in leadership, communication, work methods.</p>                                                                                                                                                     | <p>HR &amp; OD Manager<br/>&amp;<br/>HR Service Manager</p> |                              |
| <b>w/c 21 March 2016</b> | <b>Assessment Centre Day</b>                                 |                                                                                                                                                                                                                                                                                                                    |                                                             |                              |
|                          |                                                              | Presentation by Leader and current Chief Executive                                                                                                                                                                                                                                                                 | <p>HR &amp; OD Manager<br/>&amp;<br/>HR Service Manager</p> | All Committee Members        |
|                          |                                                              | Opportunity to meet elected members / officers                                                                                                                                                                                                                                                                     |                                                             |                              |
|                          |                                                              | <b>Partner Panel</b>                                                                                                                                                                                                                                                                                               |                                                             |                              |
|                          |                                                              | Council – establish panel of local / public services partners (e.g. County Council / Police / Fire)                                                                                                                                                                                                                | <p>HR &amp; OD Manager<br/>&amp;<br/>HR Service Manager</p> | TBC                          |
|                          |                                                              | <b>Business Partner Panel</b>                                                                                                                                                                                                                                                                                      |                                                             |                              |
|                          |                                                              | <p>Council – establish panel of business partners</p> <p>(Eg: Chamber of Commerce, Universities)</p>                                                                                                                                                                                                               | <p>HR &amp; OD Manager<br/>&amp;<br/>HR Service Manager</p> | TBC                          |
| <b>w/c 21 March 2016</b> | <b>Committee Briefing</b>                                    |                                                                                                                                                                                                                                                                                                                    |                                                             |                              |

|                          |                                                       |                                                                                                                                                                                 |                                            |                       |
|--------------------------|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-----------------------|
|                          |                                                       | Advisor & Consultants prepare summary of panel feedback on strengths demonstrated by candidates                                                                                 | HR & OD Manager<br>&<br>HR Service Manager | All Committee Members |
| <b>w/c 21 March 2016</b> | <b>Informal Candidate / Committee Meeting</b>         |                                                                                                                                                                                 |                                            |                       |
|                          |                                                       | Reception / Meal at Lancaster Town Hall to meet candidates                                                                                                                      | HR & OD Manager<br>&<br>HR Service Manager | All Committee Members |
| <b>w/c 21 March 2016</b> | <b>Committee Presentation &amp; Interview</b>         |                                                                                                                                                                                 |                                            |                       |
|                          |                                                       | Council; presentation topic and format (20 Minutes)<br>E.g.: Preparation and presentation of a topic focused briefing to (mock) Cabinet / Committee / Scrutiny Hearing / Panel. | HR & OD Manager<br>&<br>HR Service Manager | All Committee Members |
| <b>w/c 21 March 2016</b> | <b>Review of Candidate Performance</b>                |                                                                                                                                                                                 |                                            |                       |
|                          |                                                       | Committee Review Candidate Performance<br>Selection of Candidate to be proposed to Full Council                                                                                 | HR & OD Manager<br>&<br>HR Service Manager | All Committee Members |
| <b>w/c 21 March 2016</b> | <b>References</b>                                     |                                                                                                                                                                                 |                                            |                       |
|                          |                                                       | Council secure any outstanding references<br>Report details of references to Committee                                                                                          | HR & OD Manager<br>&<br>HR Service Manager | All Committee Members |
| <b>w/c 28 March 2016</b> | <b>Confirmation of Recommendation to Full Council</b> |                                                                                                                                                                                 |                                            |                       |
|                          |                                                       | Report by Chair of the Chief Executive Recruitment Committee to Full Council for approval.                                                                                      |                                            |                       |
| <b>w/c 28 March 2016</b> | <b>Confirmation of an Offer of Employment</b>         |                                                                                                                                                                                 |                                            |                       |
|                          |                                                       | Offer letter sent to approved candidate                                                                                                                                         | HR & OD Manager<br>&<br>HR Service Manager |                       |

|            |                                                |                                                                                                                                                                                                                                                         |                                            |  |
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| <b>TBC</b> | <b>Candidate Feedback</b>                      |                                                                                                                                                                                                                                                         |                                            |  |
|            |                                                | Consultant to provide individual feedback, if requested, to all candidates that attended the assessment centre. The feedback discussion will aim to identify topics for personal development that have been indicated by the assessment centre process. | HR & OD Manager<br>&<br>HR Service Manager |  |
| <b>TBC</b> | <b>Personal Candidate Feedback</b>             |                                                                                                                                                                                                                                                         |                                            |  |
|            |                                                | Feedback from the Committee Interview may be integrated, if required.                                                                                                                                                                                   | HR & OD Manager<br>&<br>HR Service Manager |  |
| <b>TBC</b> | <b>New Chief Executive take up Appointment</b> |                                                                                                                                                                                                                                                         |                                            |  |
|            |                                                |                                                                                                                                                                                                                                                         |                                            |  |
| <b>TBC</b> | <b>Committee Work Plan Complete.</b>           |                                                                                                                                                                                                                                                         |                                            |  |