

CHIEF EXECUTIVE RECRUITMENT COMMITTEE

Draft Job Description and Person Specification 8 December 2015

Report of Chief Executive

PURPOSE OF REPORT

To enable the Committee to agree a job description and person specification for the post of Chief Executive.

This report is public

RECOMMENDATIONS

- (1) **That, subject to any amendments agreed by the Committee, the draft job description and person specification for the Chief Executive be approved.**

1.0 Introduction

- 1.1 The Committee was supplied with the current Chief Executive's job description and person specification, and a list of activities that defined the present role of the Chief Executive, in the papers for the meeting on 23 November 2015.

2.0 Proposal Details

- 2.1 At the meeting on 23 November, the Committee raised a number of issues that it saw as priority areas for the job description or person specification for the new Chief Executive. These were:

- Prioritise partnership working, revenue generation and understanding of the Ensuring Council ethos with regard to the importance of keeping services in house wherever possible
- Service development from a commercial angle
- Making efficiencies
- Inward investment
- Performance management
- Strategic financial management
- Inspiring and managing staff
- Delivering cultural change
- Fostering links with business
- Community leadership
- Shared services

- Engaging the Lancashire Enterprise Partnership, the Combined Authority and a range of partners on skills development for citizens

2.2 At the same meeting, the Committee appointed North West Employers as consultants to support the recruitment process and Mr Keith Power, Director of Workforces and Employment at NWE will be attending this meeting to present a draft job description and person specification taking the points above into account.

3.0 Options

3.1 A job description and person specification must be in place before the post can be advertised. The Committee may choose to approve the documents as drafted or to make amendments to the documents.

4.0 Conclusion

4.1 Members are asked to consider and approve a job description and person specification for the post of Chief Executive.

<p>CONCLUSION OF IMPACT ASSESSMENT (including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)</p>
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<p>LEGAL IMPLICATIONS</p>

<p>HR and legal advice will be available throughout the recruitment process to ensure that legal requirements are complied with.</p>
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<p>FINANCIAL IMPLICATIONS</p>

<p>Financial implications of the recruitment process were set out in the report to the Committee on 23 November 2015 and have not changed, i.e. the initial assessment of costs suggested that a budget in the region of £20k would be required for recruitment. Costs of recruitment would be met by 2015/16 additional establishment turnover savings.</p>
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<p>OTHER RESOURCE IMPLICATIONS</p>

Human Resources:

The recruitment process will be handled in line with Council Policy and Procedures and all legislative requirements. The Job Description and Person Specification are key documents in the recruitment process helping to ensure the Council is able to attract and select the right caliber of candidate for the post. Following appointment, the job description forms part of the contract of employment, detailing what is expected of the postholder, it also aids the wider management of performance as it sets out what is expected of the postholder.

Information Services:

None.

Property:

None.

Open Spaces:

None.

DEPUTY SECTION 151 OFFICER'S COMMENTS

The Deputy Section 151 Officer has been consulted and has no further comments.

DEPUTY MONITORING OFFICER'S COMMENTS

The Deputy Monitoring Officer has been consulted and has no further comments.

BACKGROUND PAPERS

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