## CHIEF EXECUTIVE RECRUITMENT COMMITTEE

4.30 P.M. 18TH FEBRUARY 2019

PRESENT:- Councillors Ronnie Kershaw (Chairman), Eileen Blamire (Vice-Chairman),

Claire Cozler, Jane Parkinson, Margaret Pattison and Sylvia Rogerson

Apologies for Absence

Councillors Amara Betts-Patel, Caroline Jackson and Susan Sykes

Officers in attendance:-

Dave Rigby HR Projects Manager

Debbie Chambers Democratic Services Manager

Also in attendance:-

Gill Taylor SOLACE

Peter John Penna Recruitment

#### 20 MINUTES

The minutes of the meeting held on 24 January 2019 were agreed as a correct record.

#### 21 DECLARATIONS OF INTEREST

There were no declarations of interest.

#### **22 OPTIONS FOR THE SELECTION PROCESS** (PAGE 3)

The HR Projects Manager introduced Ms Gill Taylor and Mr Peter John. Ms Taylor had been appointed to advise the Committee via SOLACE (the Society of Local Authority Chief Executives) and had knowledge and experience as a former Chief Executive in Lancashire and as an adviser to the current, and former, Chief Executive's Appraisal Panel at Lancaster City Council. Mr John, from Penna recruiting consultancy, outlined the work Penna would carry out during the recruitment process on behalf of the City Council, and the considerable experience he had in recruiting high calibre candidates to similar roles.

A draft timetable for the process was circulated and agreed. Mr John outlined the process and went into detail about the proposals for each part of the procedure.

Members were happy with both the outline timetable and the processes described, which aimed to reach appointment stage at the 26 June 2019 Council meeting.

#### Resolved:

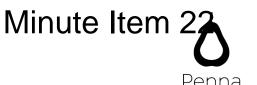
Chairman
(The meeting ended at 5.15 p.m.)

Any queries regarding these minutes, please contact

CHIEF EXECUTIVE RECRUITMENT COMMITTEE

**18TH FEBRUARY 2019** 

Debbie Chambers, Democratic Services - 01524 582057 or email dchambers@lancaster.gov.uk



### **CE – Lancaster City Council**

# Outline Timetable agreed by the CE Recruitment Committee: 19 February 2019

Date	Activity
18 <sup>th</sup> February	Briefing meeting Appointments Committee
	<ul> <li>Initial briefing meeting with search consultants to agree:</li> <li>Project plan and design of campaign</li> <li>Search strategy</li> </ul>
25 <sup>th</sup> February	<ul> <li>Job Description and Person Spec</li> <li>Advertising materials and media, microsite content</li> <li>Tailored search to begin as agreed to produce initial search ID</li> </ul>
w/c 4 <sup>th</sup> March	Soft discussions and market testing with prospective candidates
w/c 8 <sup>th</sup> April 2019	<ul> <li>Advert to go live in print (MJ/Any other selected publications) inc Microsite if appropriate)</li> </ul>
ongoing	<ul> <li>Search reports issued to you weekly with regular updates</li> <li>Confidential conversations can be organised with key stakeholders and potential strong candidates that Penna have identified</li> </ul>
Friday 4 <sup>th</sup> May	<ul> <li>Closing date delayed to tie in with the May 2<sup>nd</sup> Election process</li> <li>Search concluded</li> </ul>
w/c 20 <sup>th</sup> May	Lancaster Council Appointments Committee re-constituted
June 2019 tbc	<ul> <li>Sift reports ("A,B,C") produced for all applicants with comments and recommendations</li> </ul>
June 2019 tbc	<ul> <li>Long list meetings organised to finalise candidates being taken forward to next process for each role</li> <li>Successful candidates made aware and informed of further progress</li> </ul>
June 2019 tbc	Technical interviews to be undertaken
June 2019 tbc	<ul> <li>Shortlist meetings organised to finalise candidates being taken forward to final panel Detailed reports and ("A,B,C") ratings</li> <li>Successful candidates made aware and informed of further progress</li> </ul>
June 2019 tbc	Assessment Centre and Final Panel Interviews - appointment
ongoing	<ul> <li>Post appointment support, negotiations and candidate care for all candidates.</li> </ul>