

# **CHIEF EXECUTIVE RECRUITMENT COMMITTEE**

## **7 Candidate Pack and Recruitment Process**

**02 December 2021**

### **Report of the Head of HR**

#### **PURPOSE OF REPORT**

To propose and agree the Candidate Pack (including remuneration) and Recruitment process for the Chief Executive

**This report is to be considered in public**

#### **RECOMMENDATIONS**

**(1) That the Chief Executive Recruitment Committee:**

- **Consider the presentation;**
- **Agree the salary at which the role will be advertised;**
- **Review and agree a job description;**
- **Review and agree a candidate pack;**
- **Review and agree the process and timeline for recruitment; and**
- **To delegate the implementation of any changes to the proposals agreed by Committee to the Chair of the Committee in consultation with the Head of HR**

#### **1.0 Introduction**

1.1 The selection of a Chief Executive is an important strategic undertaking.

1.2 You will have already received a range of materials to help inform your decision-making and will be guided through each of the sets of proposed materials in turn, including a rationale.

1.3 Where there are options, or should the Committee wish to make changes, these will be voted on in the normal way. The presentation, options and any changes agreed by the Committee will then form part of the Minutes of this Committee.

**CONCLUSION OF IMPACT ASSESSMENT**

(including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)

**LEGAL IMPLICATIONS**

HR and legal advice will be available throughout the recruitment process to ensure that legal requirements relating to employment are complied with.

**FINANCIAL IMPLICATIONS**

The costs of this work will be allocated to the Chief Executive's budget and disclosed using the usual financial reporting processes. No funds were allocated to this process in the Budget, so it will be treated as an overspend, and reconciled in the usual way. While the final costs will depend on choices made by the Committee in consideration of Item 7 of the Agenda, it is expected that the direct recruitment costs will be in the region of £30,000.

**OTHER RESOURCE IMPLICATIONS****Human Resources:**

The recruitment process will be handled in line with Council Policy and Procedures, and all legislative requirements. The HR Matters are also set out in the body of the report.

**Information Services; Property; Open Spaces:** None.

**SECTION 151 OFFICER'S COMMENTS**

The s151 Officer has been consulted and has no comments to make at this time

**MONITORING OFFICER'S COMMENTS**

. If there is disagreement on either the nature of the role, (full time, part time, shared) or disagreement on salary, the decision may be described as politically sensitive.

**BACKGROUND PAPERS**

Chief Executive sample job descriptions pack  
Briefing note on Chief Executive Remuneration.

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