



William J Taylor M.B.E  
Chief Executive

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28 FEBRUARY 2011

**TO: COUNCILLORS GRANT, OWENS, ASHCROFT, COTTERILL, R A PENDLETON**

Dear Councillor,

A meeting of the **CHIEF OFFICERS COMMITTEE** will be held in the **THE CEDAR SUITE, WEST LANCASHIRE INVESTMENT CENTRE, MAPLE VIEW , WHITE MOSS BUSINESS PARK , SKELMERSDALE, WN8 9TG** on **8 MARCH 2011**, commencing at **9.00am**, at which your attendance is requested.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'William J Taylor', written over a horizontal line.

William J Taylor  
Chief Executive

**A G E N D A**  
**Part 1 (Open to the Public)**

**1. APOLOGIES**

**2. MINUTES**

To receive as a correct record the minutes of the meeting held on 8 February and re-convened on 17 February 2011.

**3. MEMBERSHIP OF THE COMMITTEE**

To be apprised of any changes to the membership of the Committee in accordance with Council Procedure Rule 4.

**4. DECLARATIONS OF INTEREST**

If a member requires advice on Declarations of Interest, he/she is advised to contact the Council Secretary and Solicitor in advance of the meeting. (For the assistance of members a checklist for use in considering their position on any particular item is included at the end of this agenda sheet.)

**5. EXCLUSION OF PRESS AND PUBLIC**

It is recommended that members of the press and public be excluded from the meeting during consideration of the following item(s) of business in accordance with Section 100A(4) of the Local Government Act 1972 on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A to the Act and as, in all the circumstances of the case the public interest in maintaining the exemption under Schedule 12A outweighs the public interest in disclosing the information. The nature of the exempt information and the relevant exemption paragraphs are shown in brackets after the report title.

**PART 2 (PRIVATE AND CONFIDENTIAL)**

**6. APPOINTMENT OF TWO DIRECTORS**

In connection with the appointment of the two new Director posts agreed by the Council on 19 January 2011:

- a. to consider and agree questions for use during the interview of the candidates referred to below:
- b. to interview the undermentioned candidates, in accordance with the timetable to be circulated at the meeting:
  - Mr R Livermore
  - Mrs G Rowe
  - Mr D Tilleray
  - Ms J Traverse
  - Ms K Webber

(**Note:** an information pack in relation to the candidates will be circulated to members of the Committee)

- c. having conducted the interviews, to assess the candidates and determine which should be made an offer of employment in connection with these posts.

(PARAGRAPH 4 – LABOUR RELATIONS)

**We can provide this document, upon request, on audiotape, in large print, in Braille and in other languages.**

**FIRE EVACUATION PROCEDURE: Please see attached sheet.**

**MOBILE PHONES: These should be switched off at all meetings.**

*For further information, please contact:-  
Gary Martin on 01695 585065  
or email [gary.martin@westlancls.gov.uk](mailto:gary.martin@westlancls.gov.uk)*

**FIRE PRECAUTIONS ACT 1971**  
**FIRE EVACUATION PROCEDURE FOR MEETINGS WHERE OFFICERS ARE**  
**PRESENT**  
**(52 DERBY STREET, ORMSKIRK)**

**PERSON IN CHARGE:** Most Senior Officer present  
**ZONE WARDEN:** Member Services Officer

**IF YOU DISCOVER A FIRE**

1. Operate the nearest **FIRE CALL POINT** by breaking the glass.
2. Attack the fire with the extinguishers provided only if you have been trained and it is safe to do so. **Do not** take risks.

**ON HEARING THE FIRE ALARM**

1. Leave the building via the **NEAREST SAFE EXIT**. **Do not stop** to collect personal belongings.
2. Proceed to the **ASSEMBLY POINT** on the car park and report your presence to the **PERSON IN CHARGE**.
3. **DO NOT** return to the premises until authorised to do so by the **PERSON IN CHARGE**.

**NOTES:**

Officers are required to direct all visitors regarding these procedures i.e. exit routes and place of assembly.

**CHECKLIST FOR PERSON IN CHARGE**

**The Person in Charge must take the following actions:**

1. Advise other interested parties present that you are the person in charge in the event of an evacuation.
2. Make yourself familiar with the location of the fire escape routes and inform any interested parties of the escape routes.
3. Make yourself familiar with the location of the assembly point and inform any interested parties of that location.
4. Make yourself familiar with the location of the fire alarm and detection control panel.
5. Ensure that the Zone Warden is aware of their role and responsibilities.
6. Arrange for a register of attendance to be completed (if considered appropriate/practicable).

**IN THE EVENT OF A FIRE, OR THE FIRE ALARM BEING SOUNDED**

1. Ensure that the room in which the meeting is being held is cleared of all persons.
2. Evacuate via the nearest safe Fire Exit and proceed to the **ASSEMBLY POINT** in the car park.
3. Delegate a person at the **ASSEMBLY POINT** who will proceed to the HOME CARE LINK SECTION in Westec House, in order to ensure that a back-up call is made to the **FIRE AND RESCUE SERVICE**.
4. Ensure that the **ZONE WARDEN** has reported to you on the results of his checks, i.e. that the rooms in use have been cleared of all persons.
5. If an Attendance Register has been taken, take a **ROLL CALL**.

6. Report the results of these checks to the **FIRE AND RESCUE OFFICER IN CHARGE** on arrival and inform them of the location of the **FIRE ALARM CONTROL PANEL**.
7. Authorise return to the building only when it is cleared to do so by the **FIRE AND RESCUE OFFICER IN CHARGE**.

**NOTE:**

The Fire Alarm system will automatically call the FIRE AND RESCUE SERVICE. The purpose of the 999 back-up call is to meet a requirement of the Fire Precautions Act to supplement the automatic call.

**CHECKLIST FOR ZONE WARDEN**

1. Carry out a physical check of the rooms being used for the meeting, including adjacent toilets, kitchen.
2. Ensure that **ALL PERSONS**, both officers and members of the public are made aware of the **FIRE ALERT**.
3. Ensure that **ALL PERSONS** evacuate **IMMEDIATELY**, in accordance with the **FIRE EVACUATION PROCEDURE**.
4. Proceed to the **ASSEMBLY POINT** and report to the **PERSON IN CHARGE** that the rooms within your control have been cleared.
5. Assist the **PERSON IN CHARGE** to discharge their duties.

## **CHIEF OFFICERS COMMITTEE**

**HELD: 9 FEBRUARY 2011**

Start: 5.30pm

Finish: 6.25pm

**PRESENT:** Councillor Grant (Chairman)  
Councillor Owens (Vice Chairman)

Councillors: Councillors Ashcroft  
Cotterill  
R A Pendleton

Officers: Chief Executive (Mr W J Taylor)  
Member Services Manager (Mr G Martin)

Ms D Barrow (Assistant Director of Human Resources – Lancashire  
County Council)

In attendance: Councillor Hennessey

### **1. APOLOGIES**

There were no apologies for absence.

### **2. MEMBERSHIP OF THE COMMITTEE**

There were no changes in the membership of the Committee.

### **3. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **4. NEW DIRECTOR POSTS - PERSON SPECIFICATION**

Consideration was given to the report of the Chief Executive, as contained on pages 7 to 90 of the Book of Reports in which the Chief Executive reminded members of the Council's decision, at an Extraordinary meeting held on 19 January 2011, to create two new Director posts and to conduct an internal selection process, ring fenced to the 6 existing Heads of Service.

In the report he advised that in accordance with the authority given to him by the Council, he had in consultation with the Business Plan Working Group, he had prepared a Job Description for the two posts, a copy of which was attached as an appendix to the report. He went on to remind the Committee that he had been authorised to prepare Person Specification for the two posts and in this respect submitted a draft for consideration by the Committee.

At the meeting, the Chief Executive introduced to members Ms D Barrow, Lancashire County Council's Assistant Director of Human Resources, who was attending to advise the Committee in their consideration of the Person Specification.

During the discussion on the report members raised a number of issues pertaining to the Job Description, which it was agreed needed to be resolved before meaningful consideration could be given to the Person Specification. In these circumstances the Chief Executive indicated he would be prepared to consider the issues raised by members with a view to revising the Job Description so that it, as far as possible, was acceptable to the Members of the Committee. In this respect members agreed to provide their comments to the Chief Executive before 5pm on Monday 14 February and to adjourn consideration of the person specification until the Committee could be reconvened after that date.

**RESOLVED:** That consideration of this matter be deferred for the reasons indicated above and the meeting be re-convened at 2pm on Thursday 17 February 2011.

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- CHAIRMAN -

## CHIEF OFFICERS COMMITTEE

**HELD: 17 FEBRUARY 2011**

Start: 2.00pm

Finish: 3.35pm

**PRESENT:** Councillor Grant (Chairman)  
Councillor Owens (Vice Chairman)

Councillors: Councillors Ashcroft  
Cotterill  
R A Pendleton

Officers: Chief Executive (Mr W J Taylor)  
Member Services Manager (Mr G Martin)

Ms D Barrow (Assistant Director of Human Resources – Lancashire County Council)

### 5. NEW DIRECTOR POSTS - PERSON SPECIFICATION

At the commencement of this re-convened meeting the Chairman reminded Members that the Chief Executive had been considering comments from members in relation to the Job Description for the two new Director posts established by the Council on 19 January 2011. In this respect the Chief Executive circulated at the meeting a draft of a revised Job Description that took account of the issues raised and asked members to consider whether this met with their aspirations.

Following a discussion with Members on issues relating to the revised Job Description, the Chief Executive indicated that, subject to consultation with the Business Plan Working Group (as required by the Council's decision on 19 January 2011), he was prepared to approve the Job Description. In this respect he advised that a meeting of the Working Group was to be held at the conclusion of this meeting.

The Committee then considered the draft Person Specification for the two new Director posts, which had been circulated prior to the meeting, based on the draft Job Description referred to above. In doing so the Committee took advice from the County Council's Assistant Director of Human Resource on how each requirement on the Person Specification should be weighted in terms of being "essential" or "desirable". The Chief Executive reminded members that in accordance with the delegated authority given to him at the Council meeting on 19 January 2011, he was also required to consult with the Business Plan Working Group in approving the Person Specification.

**RESOLVED:** That it be noted that the Chief Executive will, subject to consultation with the Business Plan Working Group (as required by the Council's decision on 19 January 2011), approve the Person Specification as circulated at the meeting, with each of the requirements being weighted as "Essential" other than the following, which are to be weighted as "Desirable":

- Skills etc – item 12 (ie Local Government service delivery)
- Qualifications etc – item 5 (ie project leadership)
- Qualifications etc – item 6 (working with statutory, voluntary and private sector organisations)

The Committee then informally discussed arrangements for interviews for appointment to the two new Director posts and noted that these were to be held on 8 March 2011. In this respect, the County Council's Assistant Director of Human Resources circulated a schedule of suggested questions to be asked of each candidate and advised that detailed arrangements would be made by the Borough Council's Human Resources team, with timings to be subject to the number of candidates to be interviewed.

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- CHAIRMAN -

DECLARATION OF INTEREST - CHECKLIST FOR ASSISTANCE OF MEMBERS – 2007

Name: Councillor

Chief Officers' Committee: 8 March 2011

Item No:                      Item Title:

Nature of Interest:

**A Member with a personal interest in any business of the Council must disclose the existence and nature of that interest at commencement or when interest apparent except:**

- Where it relates to or is likely to affect a person described in 8(1)(a)(i) or 8(1)(a)(ii)(aa), you need only disclose the existence and nature when you address the meeting on that business.
- Where it is a personal interest of the type mentioned in 8(1)(a)(viii), you need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.
- Where sensitive information relating to it is not registered in the register, you must indicate that you have a personal interest, but need not disclose the sensitive information.

A Member with a prejudicial interest must withdraw, **either** immediately after making representations, answering questions or giving evidence where 4 below applies **or** when business is considered and must not exercise executive functions in relation to that business and must not seek to improperly influence a decision.

Please tick relevant boxes

Notes

	<b>General (not at overview &amp; scrutiny)</b>		Notes
1.	I have a personal interest* but it is not prejudicial.	<input type="checkbox"/>	<i>You may speak and vote</i>
2.	I have a personal interest* but do <u>not</u> have a prejudicial interest in the business as it relates to the functions of my Council in respect of:		
(i)	Housing where I am a tenant of the Council, and those functions do not relate particularly to my tenancy or lease.	<input type="checkbox"/>	<i>You may speak and vote</i>
(ii)	school meals, or school transport and travelling expenses where I am a parent or guardian of a child in full time education, or are a parent governor of a school, and it does not relate particularly to the school which the child attends.	<input type="checkbox"/>	<i>You may speak and vote</i>
(iii)	Statutory sick pay where I am in receipt or entitled to receipt of such pay.	<input type="checkbox"/>	<i>You may speak and vote</i>
(iv)	An allowance, payment or indemnity given to Members	<input type="checkbox"/>	<i>You may speak and vote</i>
(v)	Any ceremonial honour given to Members	<input type="checkbox"/>	<i>You may speak and vote</i>
(vi)	Setting Council tax or a precept under the LGFA 1992	<input type="checkbox"/>	<i>You may speak and vote</i>
3.	I have a personal interest* and it is prejudicial <b>because</b> it affects my financial position or the financial position of a person or body described in 8 overleaf <b>and</b> the interest is one which a member of the public with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice my judgement of the public interest  <b>or</b> it relates to the determining of any approval consent, licence, permission or registration in relation to me or any person or body described in 8 overleaf <b>and</b> the interest is one which a member of the public with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice my judgement of the public interest	<input type="checkbox"/>  <input type="checkbox"/>	<i>You cannot speak or vote and must withdraw unless you have also ticked 4 or 5 below</i>  <i>You cannot speak or vote and must withdraw unless you have also ticked 4 or 5 below</i>

4.	I have a personal and prejudicial interest in the business but I can attend to make representations, answer questions or give evidence as the public are also allowed to attend the meeting for the same purpose	<input type="checkbox"/>	<i>You may speak but must leave the room once you have finished and cannot vote</i>
5.	A Standards Committee dispensation applies.	<input type="checkbox"/>	<i>See the terms of the dispensation</i>

\* **“Personal Interest”** in the business of the Council means either it relates to or is likely to affect:

- 8(1)(a)(i) any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;
- (ii) any body -
- (aa) exercising functions of a public nature;
  - (bb) directed to charitable purposes; or
  - (cc) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union),
- of which you are a member or in a position of general control or management;
- (iii) any employment or business carried on by you;
- (iv) any person or body who employs or has appointed you;
- (v) any person or body, other than a relevant authority, who has made a payment to you in respect of your election or any expenses incurred by you in carrying out your duties;
- (vi) any person or body who has a place of business or land in your authority’s area, and in whom you have a beneficial interest in a class of securities of that person or body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital (whichever is the lower);
- (vii) any contract for goods, services or works made between your authority and you or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi);
- (viii) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £25;
- (ix) any land in your authority’s area in which you have a beneficial interest;
- (x) any land where the landlord is your authority and you are, or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi) is, the tenant;
- (xi) any land in the authority’s area for which you have a licence (alone or jointly with others) to occupy for 28 days or longer.

**or**

A decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward, as the case may be, affected by the decision.

**“a relevant person”** means

- (a) a member of your family or any person with whom you have a close association, or
- (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
- (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- (d) any body of a type described in sub-paragraph 8(1)(a)(i) or (ii).

**“body exercising functions of a public nature”** means

Regional and local development agencies, other government agencies, other Councils, public health bodies, council-owned companies exercising public functions, arms length management organisations carrying out housing functions on behalf of your authority, school governing bodies.

A Member with a personal interest who has made an executive decision in relation to that matter must ensure any written statement of that decision records the existence and nature of that interest.

NB Section 21(13)(b) of the LGA 2000 overrides any Code provisions to oblige an executive member to attend an overview and scrutiny meeting to answer questions.