

CHIEF OFFICERS COMMITTEE

**HELD: Wednesday, 18 September
2019**

Start: 5.00 pm

Finish: 6.15 pm

PRESENT:

Councillors: Y Gagen (Chairman)
I Moran (Vice-Chairman) I Ashcroft
I Davis K Wright

Officers: Sharon Lewis, Head of Human Resources and Organisational
Development
Jacky Denning, Member & Executive Services Manager

In attendance: Sharon Senior, North West Employers

15 **APOLOGIES**

There were no apologies for absence.

16 **MEMBERSHIP OF THE COMMITTEE**

There were no changes to the membership of the Committee.

17 **URGENT BUSINESS, IF ANY, INTRODUCED BY THE CHAIRMAN**

There were no items of urgent business.

18 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

19 **MINUTES**

RESOLVED That the minutes of the meeting held on 14 August 2019 be received as a correct record and signed by the Chairman.

20 **EXCLUSION OF PRESS AND PUBLIC**

RESOLVED: That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of that 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.

21 **RECRUITMENT TO POST OF CHIEF OPERATING OFFICER**

The Committee considered the report of the Chief Executive, as contained on pages

155 to 160 of the Book of Reports, which sought approval of the final selection process for recruitment to the post of Chief Operating Officer and provided an update on progress since the last meet of the Committee.

Sharon Senior from North West Employers addressed the meeting and provided an update on the proposed process and timescales. Copies of the sample methods for testing candidates, potential staff panel questions and the draft short listing matrix were circulated, as contained on pages 181 to 238 of the Book of Reports.

Members noted the slightly reduced costs from the initial quotation from North West employers and the closing date for applications as the 30 September 2019.

The Committee agreed that the Long Listing assessment would be undertaken by North West Employers, however the number should not be constrained by 6 candidates and copies of all the applications submitted by candidates should be included in the documents submitted to the Committee at the meeting being held on 31 October 2019, when it considered the short list.

The Committee considered the Staff Panel membership and requested that the officers listed in paragraph 4.4 be approached together with a non-management representative from their respective service areas.

Members advised that a written exercise would not be required and noted that this would then allow for an extension to the face to face interview with the Committee on 26 November 2019.

- RESOLVED:
- A. That the updated process and timescale for the recruitment process, as proposed by North West Employers, be approved, as set out in Appendix A to the report, subject to the comments raised by the Committee above.
 - B. That the documentation and templates provided by North West Employers be agreed as the format for use.
 - C. That delegated authority be given to the Human Resources and Organisational Development in consultation with North West Employers and the Chairman of the Committee, to make changes to, and manage the recruitment process, including designing the interview questions and content of the tests/exercises to be used in the course of the recruitment process for the post, along the lines agreed by the Committee.

RECRUITMENT FOR INTERIM DIRECTOR OF TRANSFORMATION AND RESOURCES

Consideration was given to the report of the Director of Housing and Inclusion, as contained on pages 161 to 180 of the Book of Reports, which presented a proposal to appoint an Interim Corporate Director of Transformation and Resources, to progress the implementation and delivery of the SORP programme.

The Head of Human Resources and Organisational Development advised the Committee that the internal ring-fenced candidates would be selected from the Heads of Service appointed under the new structures agreed at Council on 10 July 2019.

The Committee noted the proposed Interview Questions and presentation topic.

- RESOLVED:**
- A. That pending the recruitment of the Chief Operating Officer, the Post of Corporate Director of Transformation and Resources be filled on an interim basis and that internal ring-fenced candidates, be invited to be apply for the role via the Chief Officers Committee.
 - B. That the job description, person specification for the post of Interim Corporate Director of Transformation and Resources at Appendix A be noted.
 - C. That the process and timescale for recruitment to the post of interim Corporate Director of Transformation and Resources as set out in section 4.2 of the report, be approved, subject to the dates of future meetings and any minor changes required to the suggested timetable, being agreed in consultation with the Chairman of the Committee.

23 DATES OF FUTURE MEETINGS

RESOLVED: That future meetings be held on the following dates at the times indicated:

- A. Tuesday, 8 October 2019 at 10.00am
- B. Thursday, 31 October 2019 at 6pm
- C. Tuesday, 26 November 2019 at 9.30am

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Chairman