

## **CHIEF OFFICERS COMMITTEE**

**HELD: Wednesday, 14 August 2019**

Start: 5.00 pm

Finish: 5.30 pm

### **PRESENT:**

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

Officers: Kim Webber, Chief Executive  
Gill Farrimond, Principal Human Resources and Learning and  
Development Officer  
Jacky Denning, Member & Executive Services Manager

### **8 APOLOGIES**

There were no apologies for absence.

### **9 MEMBERSHIP OF THE COMMITTEE**

There were no changes to the membership of the Committee.

### **10 URGENT BUSINESS, IF ANY, INTRODUCED BY THE CHAIRMAN**

There were no items of urgent business.

### **11 DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **12 MINUTES**

RESOLVED That the minutes of the meeting held on Thursday, 18 July 2019 be received as a correct record and signed by the Chairman.

### **13 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.

### **14 RECRUITMENT TO POST OF CHIEF OPERATING OFFICER**

Consideration was given to the report of the Chief Executive, as contained on pages

107 to 150 of the Book of Reports, which sought approval to a process and timescale for recruitment to the post of Chief Operating Officer.

The Principal Human Resources and Learning & Development Officer reminded members that the Council had, at its meeting on 10 July 2019, asked the Committee to commence the process.

The report included a proposed candidate's information pack, the Job Description and Person Specification, as agreed at Council on 10 July 2019, a proposed job advert for the post, as well as quotations from four companies for undertaking the recruitment process. The report also set out a draft timetable for actions to be taken leading to the selection and offer of employment of the most suitable candidate and it was noted that this would entail further meetings to finalise the selection process and assessment centre tests, agree a short list of candidates and then conduct interviews.

Comments and questions were raised in respect of the following:

- The Returning Officer role
- The breakdown of costs and the benefits of using an external provider for undertaking the recruitment process
- The benefits of psychometric testing

RESOLVED: A. That the job description, person specification and proposed recruitment pack and advert for the post of Chief Operating Officer at Appendix C be noted.

B. That the process and timescale for recruitment to the post of Chief Operating Officer, as set out in Appendix D, be agreed, 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.

C. That North West Employers be appointed to assist the Committee with the recruitment process, as per the summary of services set out in Appendix E.

D. That delegated authority be agreed for the Head of Human Resources and Organisational Development, in consultation with the Chairman of the Committee, to finalise the recruitment pack and finalise the wording of, design and place adverts for the post.

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**Chairman**