

Appointments Committee Agenda

Date:	Wednesday 12th February 2025
Time:	10.00 am
Venue:	Council Chamber - Town Hall, Macclesfield, SK10 1EA

The agenda is divided into 2 parts. Part 1 is taken in the presence of the public and press. Part 2 items will be considered in the absence of the public and press for the reasons indicated on the agenda and at the foot of each report.

It should be noted that Part 1 items of Cheshire East Council decision making meetings are audio recorded and the recordings will be uploaded to the Council's website

PART 1 – MATTERS TO BE CONSIDERED WITH THE PUBLIC AND PRESS PRESENT

1. Apologies for Absence

2. Declarations of Interest

To provide an opportunity for Members and Officers to declare any disclosable pecuniary interests, other registerable interests, and non-registerable interests in any item on the agenda.

3. Minutes of Previous Meetings (Pages 3 - 8)

To approve the minutes of the meetings held on 16 January 2025 and 27 January 2025.

4. Public Speaking Time/Open Session

In accordance with the Council's Committee Procedure Rules and Appendix on Public Speaking a total period of 15 minutes is allocated for members of the public to put questions to the Committee on any matter relating to this agenda. Each member of the public will be allowed up to two minutes each to speak, and the Chair will have discretion to vary this where they consider it appropriate.

Members of the public wishing to speak are required to provide notice of this at least three clear working days' in advance of the meeting and should include the question with that notice.

5. **Recruitment and Selection for post of Executive Director Resources and Governance, Compliance and Monitoring Officer (Pages 9 - 14)**

To consider the update on the recruitment and selection arrangements for the post of Executive Director Resources and Governance, Compliance and Monitoring Officer.

6. **Exclusion of the Press and Public**

The reports relating to the remaining items on the agenda have been withheld from public circulation and deposit pursuant to Section 100(B)(2) of the Local Government Act 1972 on the grounds that the matters may be determined with the press and public excluded.

The Committee may decide that the press and public be excluded from the meeting during consideration of the following items pursuant to Section 100(A)4 of the Local Government Act 1972 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1 and 2 of Part 1 of Schedule 12A to the Local Government Act 1972 and public interest would not be served in publishing the information.

PART 2 - MATTERS TO BE CONSIDERED WITHOUT THE PUBLIC AND PRESS PRESENT

7. **Recruitment and Selection for post of Executive Director Resources and Governance, Compliance and Monitoring Officer (Pages 15 - 18)**

To select the preferred candidates from the shortlist of applicants for the posts of Executive Director Resources (and S151) as the Chief Finance Officer, and Governance, Compliance and Monitoring Officer and recommend to Full Council for appointment.

Membership: Councillors C Bulman, J Clowes, R Fletcher, S Gardiner, M Gorman (Vice-Chair), N Mannion, M Simon and F Wilson (Chair)

CHESHIRE EAST COUNCIL

Minutes of a meeting of the **Appointments Committee**
held on Thursday, 16th January, 2025 in the Council Chamber - Town Hall,
Macclesfield, SK10 1EA

PRESENT

Councillor F Wilson (Chair)
Councillor M Gorman (Vice-Chair)

Councillors C Bulman, J Clowes, T Dean, R Fletcher, S Gardiner and
N Mannion

Officers in attendance

Rob Polkinghorne, Chief Executive
Karen Grave, Interim Director of People
Sara Duncalf, Head of HR
Jennie Summers, Acting Head of Legal
Rachel Grave, Democratic Services

In attendance virtually

David Worrall, HR Business Partner
Luke Judd, Starfish Recruitment
Penny Ransley, Starfish Recruitment
Sunita Patel, Starfish Recruitment

28 APOLOGIES FOR ABSENCE

Apologies were received from Councillor M Simon. Councillor T Dean
attended as a substitute.

29 DECLARATIONS OF INTEREST

In the interest of openness the members of the Committee declared that
they knew the internal candidates who had applied for the posts.

30 MINUTES OF PREVIOUS MEETINGS**RESOLVED:**

That the minutes of the meetings held on 2 August 2024 and 8 August
2024 be approved as a correct record.

31 PUBLIC SPEAKING TIME/OPEN SESSION

There were no members of the public in attendance.

32 RECRUITMENT AND SELECTION FOR FOUR SENIOR MANAGEMENT POSTS

The Committee considered the report on the recruitment and selection for four senior management posts.

It was reported that the deadline for submission of applications for the position of Director of Public Health had been extended and therefore the Committee would not be undertaking long and short listing at the meeting for this position.

With regards to the table in paragraph 25 of the report, it was reported that the dates should be February and not January as stated.

RESOLVED: That the Committee

- 1 note the recruitment and selection process to date, including the indicative framework for the further assessment and formal interview arrangements.
- 2 delegate responsibility to finalise the assessment and formal interview agreements to the Chief Executive in consultation with the Chair of the Appointments Committee.

33 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED:

That the press and public be excluded from the meeting during consideration of the following item pursuant to Section 100(A)4 of the Local Government Act 1972 as amended on the grounds that it involves the likely discussion of exempt information as defined in Paragraph 1 and 2 of the Schedule 12A of the Local Government Act 1972 and the public interest would not be served in publishing this information.

34 RECRUITMENT AND SELECTION FOR FOUR SENIOR MANAGEMENT POSTS

Committee considered the applications and supporting letters, before agreeing a long list of applicants for the technical assessment stages of the recruitment and selection process for the senior management posts.

35 READMITTANCE OF THE PRESS AND PUBLIC

RESOLVED:

That the press and public be re-admitted to the meeting.

**36 RECRUITMENT AND SELECTION FOR FOUR SENIOR
MANAGEMENT POSTS**

RESOLVED: That the Committee

- 1 agree a longlist of 7 candidates for the position of Executive Director Resources (and S151); a longlist of 4 candidates for the position of Governance and Compliance and Monitoring Officer and a longlist of 8 candidates for the position of Assistant Chief Executive for technical assessment stage of the recruitment and selection process.
- 2 note that the closing date for submission of applications for the position of Director Public Health had been extended.

The meeting commenced at 10.00 am and concluded at 12.26 pm

Councillor F Wilson (Chair)

This page is intentionally left blank

CHESHIRE EAST COUNCIL

Minutes of a meeting of the **Appointments Committee**
held on Monday, 27th January, 2025 in the Capesthorne Room - Town Hall,
Macclesfield SK10 1EA

PRESENT

Councillor F Wilson (Chair)
Councillor M Gorman (Vice-Chair)

Councillors C Bulman, J Clowes, T Dean, R Fletcher, S Gardiner and
N Mannion

Officers in attendance

Rob Polkinghorne, Chief Executive
Sara Duncalf, Head of HR
Jennie Summers, Acting Head of Legal
Rachel Grave, Democratic Services

In attendance virtually
Karen Grave, Interim Director of People
David Worrall, HR Business Partner
Luke Judd, Starfish Recruitment
Tim Farr, Starfish Recruitment
Sunita Patel, Starfish Recruitment

37 APOLOGIES FOR ABSENCE

Apologies were received from Councillor M Simon. Councillor T Dean
attended as a substitute.

38 DECLARATIONS OF INTEREST

In the interest of openness, the members of the Committee declared that
they knew the internal candidates who had applied for the posts.

39 PUBLIC SPEAKING TIME/OPEN SESSION

There were no members of the public in attendance.

40 RECRUITMENT AND SELECTION FOR POST OF EXECUTIVE DIRECTOR RESOURCES, GOVERNANCE, COMPLIANCE AND MONITORING OFFICER AND ASSISTANT CHIEF EXECUTIVE PLACE

The Committee considered the report on the recruitment and selection for
the three senior management posts.

RESOLVED:

That the update on the recruitment and selection process be noted.

41 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED:

That the press and public be excluded from the meeting during consideration of the following item pursuant to Section 100(A)4 of the Local Government Act 1972 as amended on the grounds that it involves the likely discussion of exempt information as defined in Paragraph 1 and 2 of the Schedule 12A of the Local Government Act 1972 and the public interest would not be served in publishing this information.

42 RECRUITMENT AND SELECTION FOR POST OF EXECUTIVE DIRECTOR RESOURCES, GOVERNANCE, COMPLIANCE AND MONITORING OFFICER AND ASSISTANT CHIEF EXECUTIVE PLACE

The Committee considered the applications, supporting letters and technical assessment results before agreeing a short list of applicants for formal interview and further assessment for the positions of the Executive Director Resources, the Governance, Compliance and Monitoring Officer, and the Assistant Chief Executive.

43 READMITTANCE OF THE PRESS AND PUBLIC

RESOLVED:

That the press and public be re-admitted to the meeting.

44 RECRUITMENT AND SELECTION FOR POST OF EXECUTIVE DIRECTOR RESOURCES, GOVERNANCE, COMPLIANCE AND MONITORING OFFICER AND ASSISTANT CHIEF EXECUTIVE PLACE

RESOLVED:

That the Committee agree a shortlist of 4 candidates for the position of Executive Director Resources (and S151), a shortlist of 1 candidate for the position of Governance and Compliance and Monitoring Officer, and a shortlist of 3 candidates for the position of Assistant Chief Executive, for further assessment and interview.

The meeting commenced at 1.30 pm and concluded at 4.05 pm

Councillor F Wilson (Chair)



OPEN – Report

NOT FOR PUBLICATION Appendices 1 and 2

Appointments Committee

12 February 2025

Recruitment and Selection for post of Executive Director Resources and Governance, Compliance and Monitoring Officer

Report of: Rob Polkinghorne, Chief Executive

Report Reference No: AP/07/24-25

Ward(s) Affected: All

Purpose of Report

- 1 To update on the recruitment and selection arrangements for the post of Executive Director Resources and Governance, Compliance and Monitoring Officer
- 2 To select the proposed candidate for appointment to the post of Executive Director Resources (and S151) as the Chief Finance Officer and Governance, Compliance and Monitoring Officer to take forward to Council for approval.
- 3 The report contributes to the delivery of Council services through the recruitment to a key vacant senior management post.

Executive Summary

- 4 The report provides an update on the current recruitment and selection process for the post of Executive Director Resources (and S151) as the Chief Finance Officer and Governance, Compliance and Monitoring Officer.
- 5 The posts of Executive Director Resources (and S151) as the Chief Finance Officer and Governance, Compliance and Monitoring Officer were advertised with a closing date of 5 January 2025.
- 6 There were 8 applications received for the Executive Director Resources post and 5 applications for the Governance, Compliance and Monitoring Officer role.

- 7 On 16 January 2025, the Appointments Committee approved a longlist to progress to the assessment of technical ability and potential suitability as follows:
- 7 candidates for the post of Executive Director Resources (and S151) as the Chief Finance Officer.
 - 4 candidates for the post of Governance, Compliance and Monitoring Officer.
- 8 On 27 January 2025, having carefully considered the feedback from the assessment of technical ability and potential suitability, the Appointments Committee approved a shortlist of candidates to progress to the assessment centre and formal interview as follows:
- 4 candidates for the post of Executive Director Resources (and S151) as the Chief Finance Officer; and
 - 1 candidate for the post of Governance, Compliance and Monitoring Officer.
- 9 The Appointments Committee is requested to:
- 9.1 formally interview the shortlisted candidates for the two posts.
- 9.2 note that the Committee will be adjourned and reconvened on 13 February 2025 to enable the interview of the final candidate for the role of Executive Director Resources (and S151) as the Chief Finance Officer.
- 9.3 Consider the feedback on the shortlisted candidates from the panels for the assessment centre as part of the recruitment and selection process as follows:
- Governance, Compliance and Monitoring Officer on 12 February 2025; and
 - Executive Director Resources (and S151) as the Chief Finance Officer on 13 February 2025.
- 10 Select the proposed candidates for appointment to the posts of Executive Director Resources (and S151) as the Chief Finance Officer and Governance, Compliance and Monitoring Officer.
- Governance, Compliance and Monitoring Officer on 12 February 2025; and
 - Executive Director Resources (and S151) as the Chief Finance Officer on 13 February 2025.

RECOMMENDATIONS

The Appointments Committee is recommended to:

1. Note the update on the recruitment and selection process.
2. Select the preferred candidates from the shortlist of applicants for appointment to the posts of Executive Director Resources (and S151) as the Chief Finance Officer and Governance, Compliance and Monitoring Officer for recommendation to Full Council to approve the proposed appointments before an offer of appointment is made to those persons.
3. Notify the Director of People of the names of the proposed appointees and of the salary and any other relevant particulars to make the job offer within the terms of the Council's approved Pay Policy Statement, subject to the approval of Full Council.

Background

- 11 On 27 January 2025, the Appointments Committee approved a shortlist of candidates to progress to the assessment centre and for formal interview.
- 12 Appendix 1 provides the CVs and supporting statements for shortlisted candidates together with a report on the technical assessments.
- 13 Appendix 2 provides the detail of the assessment centre and formal interview week for the two posts.
- 14 Appendices 1 and 2 are Part 2 and are exempt from publication in accordance with Chapter 3, Part 2, Paragraph 24 under the categories 'Information relating to any individual' and 'Information which is likely to reveal the identity of an individual'. The public interest in maintaining the exemption outweighs the public interest in disclosing the information as this;
 - maintains the confidentiality of the council's recruitment process to ensure that it can recruit the best candidate for the role, and
 - ensures the candidates' personal data is protected and there is no breach of data protection, and
 - does not undermine the recruitment process.
- 15 The Appointments Committee is requested to:
 - carefully consider the feedback from the panels of the assessment centre and the Appointments Committee's deliberations following the formal

interview with reference to the job description and person specification for the post, and

- select the proposed candidates from the shortlist of applicants for appointment to the posts of Executive Director Resources (and S151) as the Chief Finance Officer and Governance, Compliance and Monitoring Officer, and
- make a recommendation to Full Council to approve the proposed appointments before an offer of appointment is made to that person and to notify the Head of Human Resources of the name of the proposed candidates (subject to Full Council approval) and of the salary and any other relevant particulars to make the job offer within the terms of the Council's approved Pay Policy Statement.

Consultation and Engagement

16 Not applicable.

Reasons for Recommendations

- 17 In accordance with the Constitution, the Appointments Committee is required to undertake the recruitment and selection process for Executive Director Resources (and S151) as the Chief Finance Officer and Governance, Compliance and Monitoring Officer, in accordance with the Employment Procedure Rules, and to
- 18 Make a recommendation to the Full Council to approve the proposed appointments before an offer of appointment is made to that person.

Other Options Considered

19 Not applicable.

Implications and Comments

Monitoring Officer/Legal

- 20 The posts of Executive Director Resources (and S151) as the Chief Finance Officer and Governance, Compliance and Monitoring Officer are Designated Statutory Officer roles. In line with Cheshire East Council's constitution, the Appointments Committee is responsible for selecting and recommending a preferred candidate to Full Council for these posts before an offer of appointment is made to that person.
- 21 A fair, transparent and objectively justified selection process with due regard to equality laws should be followed for this selection phase of the recruitment process to reduce the risk of potential legal challenge.

- 22 Any proposed salary or other relevant particulars of employment should comply with the Council's pay policy statement, pay framework and other relevant policies.

Section 151 Officer/Finance

- 23 The revised senior management structure was approved at Full Council on 16 October and 11 December 2024.
- 24 The two posts being referred to in this latest report will be budgeted from 1 April 2025 and included in the MTFS and budget for 2025/26 onwards.
- 25 The Council report noted that "there is a small difference between costs of the current structure versus the final structure, reflecting small variances in grading between temporary and permanent arrangement. These costs would need to be managed by the relevant services areas as would normally be case when appointing at a spot salary". This remains the case.
- 26 The budget for further stages of the senior management restructure will need to be confirmed on a case-by-case basis.

Policy

- 27 The recruitment to the posts of Executive Director Resources (and S151) as the Chief Finance Officer and the Governance, Compliance and Monitoring Officer is key to the Council's need to provide capacity and leadership within the Senior Management Team to meet the current fiscal challenges and to deliver its transformation programme.

Equality, Diversity, and Inclusion

- 28 There are no direct equality implications.
- 29 All equality considerations will be taken into account as part of the recruitment process for the Executive Director Resources (and S151) as the Chief Finance Officer and Governance, Compliance and Monitoring Officer recruitment process.

Human Resources

- 30 Actions will be undertaken in accordance with the Constitution and appropriate HR policies and procedures.

Rural Communities

- 31 There are no direct implications for rural communities.

Children and Young People including Cared for Children, care leavers and Children with special educational needs and disabilities (SEND)

- 32 There are no direct implications for Children and Young People including Cared for Children, care leavers and Children with special educational needs and disabilities (Send).

Public Health

- 33 There are no direct implications for public health.

Climate Change

- 34 There are no direct implications for climate change.

Access to Information	
Contact Officer:	Sara Duncalf, Head of Human Resources sara.duncalf@cheshireeast.gov.uk
Appendices:	Appendix 1 Part 2 – CVs and supporting statements of shortlisted applicants (to follow) Appendix 2 Part 2 - Schedule for assessment centre and formal interview (to follow)
Background Papers:	None

By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank