

# Appointments Committee

## Agenda

---

<b>Date:</b>	<b>Wednesday 19th March 2025</b>
<b>Time:</b>	<b>10.00 am</b>
<b>Venue:</b>	<b>The Capesthorne Room - Town Hall, Macclesfield SK10 1EA</b>

---

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 top 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**

To receive any 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 - 12)**

To approve the minutes of the meetings held on 12 February 2025, 13 February 2025, 19 February 2025 and 24 February 2025.

---

For requests for further information

**Contact:** Rachel Graves

**Tel:** 01270 686473

**E-Mail:** [rachel.graves@cheshireeast.gov.uk](mailto:rachel.graves@cheshireeast.gov.uk)

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 Children's Services and Governance, Compliance and Monitoring Officer (Pages 13 – 18)**

To consider the update on the recruitment and selection arrangements for the Executive Director Children's Services and the Governance, Compliance and Monitoring Officer post.

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 Children's Services (Pages 19 - 21)**

To agree a shortlist of candidates for further assessment.

**Membership:** Councillors C Bulman, J Clowes, 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 Wednesday, 12th February, 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 Place  
Sara Duncalf, Head of HR  
Julie Gregory, Acting Head of Legal  
Rachel Graves, Democratic Services Officer  
Luke Judd, Starfish Recruitment

**45 APOLOGIES FOR ABSENCE**

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

**46 DECLARATIONS OF INTEREST**

In the interest of openness, Councillor J Clowes stated that one of the  
candidates was a resident in her ward but she did not know them.

**47 MINUTES OF PREVIOUS MEETINGS****RESOLVED:**

That the minutes of the meetings held on 16 January 2025 and 27 January  
2025 be approved as a correct record.

**48 PUBLIC SPEAKING TIME/OPEN SESSION**

There were no members of the public present.

**49 RECRUITMENT AND SELECTION FOR POST OF EXECUTIVE DIRECTOR RESOURCES AND GOVERNANCE, COMPLIANCE AND MONITORING OFFICER**

The Committee considered the update report on the recruitment and selection arrangements for the post of Executive Director Resources and Governance, Compliance and Monitoring Officer.

**RESOLVED:**

That the Committee note the update on the recruitment and selection process.

**50 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.

**51 RECRUITMENT AND SELECTION FOR POST OF EXECUTIVE DIRECTOR RESOURCES AND GOVERNANCE, COMPLIANCE AND MONITORING OFFICER**

The Committee formally interviewed the shortlisted candidates for the posts of Executive Director Resources and Governance, Compliance and Monitoring Officer.

**52 READMITTANCE OF THE PRESS AND PUBLIC**

**RESOLVED:**

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

**53 RECRUITMENT AND SELECTION FOR POST OF EXECUTIVE DIRECTOR RESOURCES AND GOVERNANCE, COMPLIANCE AND MONITORING OFFICER**

It was proposed and seconded that the meeting be adjourned until 13 February 2025 to enable the Committee to conclude the interviews.

**RESOLVED:**

That the meeting be adjourned until 10 am on Thursday 13 February 2025 to enable the Committee to conclude the interviews.

The meeting commenced at 10.00 am and concluded at 3.35 pm

Councillor F Wilson (Chair)

This page is intentionally left blank

## **CHESHIRE EAST COUNCIL**

Minutes of a meeting of the **Appointments Committee**  
held on Thursday, 13th February, 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  
Karen Grave, Interim Director of Place  
Sara Duncalf, Head of HR  
Julie Gregory, Acting Head of Legal  
Rachel Graves, Democratic Services Officer  
Luke Judd, Starfish Recruitment

### **54 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.

### **55 RECRUITMENT AND SELECTION FOR POST OF EXECUTIVE DIRECTOR RESOURCES AND GOVERNANCE, COMPLIANCE AND MONITORING OFFICER**

The Committee formally interviewed the shortlisted candidate for the post of Executive Director Resources.

The Committee considered the feedback on the candidates from the assessment centre panels.

The Committee selected a preferred candidate for appointment to the post of Executive Director.

**56 READMITTANCE OF THE PRESS AND PUBLIC**

**RESOLVED:**

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

**57 RECRUITMENT AND SELECTION FOR POST OF EXECUTIVE DIRECTOR RESOURCES AND GOVERNANCE, COMPLIANCE AND MONITORING OFFICER**

**RESOLVED:**

- 1 that the preferred candidate be recommended to Council for appointment to the post of Executive Director Resources.
- 2 the Director of People be notified of the preferred candidate and the salary and any other relevant particulars to make the job offer within the terms of the Council's approved Pay Policy Statement.
- 3 the Committee decided not to proceed with the appointment for the role of Governance, Compliance and Monitoring Officer.

The meeting commenced at 10.09 am and concluded at 12.31 pm

Councillor F Wilson (Chair)



## **CHESHIRE EAST COUNCIL**

Minutes of a meeting of the **Appointments Committee**  
held on Wednesday, 19th February, 2025 in the 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  
Karen Grave, Interim Director of Place  
Sara Duncalf, Head of HR  
Debi Wain, HR Partner  
Julie Gregory, Acting Head of Legal  
Rachel Graves, Democratic Services Officer  
Sunita Patel, Starfish Recruitment

### **58 APOLOGIES FOR ABSENCE**

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

### **59 DECLARATIONS OF INTEREST**

No declarations of interest were made.

### **60 PUBLIC SPEAKING TIME/OPEN SESSION**

There were no public speakers.

### **61 RECRUITMENT AND SELECTION FOR POST OF ASSISTANT CHIEF EXECUTIVE**

The Committee considered the update report on the recruitment and  
selection arrangements for the post of Assistant Chief Executive.

### **RESOLVED:**

That the Committee note the update on the recruitment and selection  
process.

**62 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.

**63 RECRUITMENT AND SELECTION FOR POST OF ASSISTANT CHIEF EXECUTIVE**

The Committee formally interviewed the shortlisted candidates for the post of Assistant Chief Executive.

**64 READMITTANCE OF THE PRESS AND PUBLIC**

**RESOLVED:**

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

**65 RECRUITMENT AND SELECTION FOR POST OF ASSISTANT CHIEF EXECUTIVE**

**RESOLVED:**

- 1 that the successful candidate be recommended for appointment to the post of Assistant Chief Executive.
- 2 the Director of People be notified of the name of the successful candidate 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.

The meeting commenced at 10.00 am and concluded at 3.15 pm

Councillor F Wilson (Chair)

## **CHESHIRE EAST COUNCIL**

Minutes of a meeting of the **Appointments Committee**  
held on Monday, 24th February, 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 Place  
Sara Duncalf, Head of HR  
Jennie Summers, Acting Head of Legal  
Rachel Graves, Democratic Services Officer  
Luke Judd, Starfish Recruitment

### **66 APOLOGIES FOR ABSENCE**

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

### **67 DECLARATIONS OF INTEREST**

No declarations of interest were made.

### **68 PUBLIC SPEAKING TIME/OPEN SESSION**

There were no public speakers.

### **69 RECRUITMENT AND SELECTION FOR THE EXECUTIVE DIRECTOR CHILDREN'S SERVICES**

The Committee considered the report on the recruitment and selection for  
the Executive Director Children's Services.

**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.

**70 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.

**71 RECRUITMENT AND SELECTION FOR THE EXECUTIVE DIRECTOR CHILDREN'S SERVICES**

The 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.

**72 READMITTANCE OF THE PRESS AND PUBLIC**

**RESOLVED:**

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

**73 RECRUITMENT AND SELECTION FOR THE EXECUTIVE DIRECTOR CHILDREN'S SERVICES**

**RESOLVED:**

That the Committee agree a longlist of 6 candidates for the position of Executive Director Children's Services.

The meeting commenced at 10.00 am and concluded at 10.55 am

Councillor F Wilson (Chair)

**OPEN - Report****NOT FOR PUBLICATION - Appendix 1 of the report**

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

**Appointments Committee****19 March 2025****Recruitment and Selection for post of Executive Director  
Children's Services and Governance, Compliance and  
Monitoring Officer****Report of: Rob Polkinghorne, Chief Executive****Report Reference No: AP/10/24-25****Ward(s) Affected: All****Purpose of Report**

- 1 To update on the recruitment and selection arrangements for the Executive Director Children's Services (DCS).
- 2 To provide a shortlist of candidates for final assessment as part of the recruitment and selection process.
- 3 To provide a timeline for the recruitment to the Governance, Compliance and Monitoring Officer post.
- 4 The report contributes to the delivery of Council services through the recruitment to a key vacant senior management post.

**Executive Summary**

- 5 The report provides an update on the current recruitment and selection process for the post of Executive Director Children's Services (DCS).
- 6 The post was advertised with a closing date of 16 February 2025. There were 7 applications.
- 7 On 24 February 2025, the Appointments Committee approved a longlist of 6 candidates to progress to the assessment of technical ability and potential suitability for the post.

- 8 The Appointments Committee is requested to:
- consider the feedback in respect of the technical assessment and potential suitability of the longlisted candidates; and
  - to approve a shortlist of applicants to progress to further assessment and formal interview.

#### RECOMMENDATIONS

The Appointments Committee is recommended to:

1. Note the update on the recruitment and selection process.
2. Approve a shortlist of applicants from the information provided in the Part 2 Appendix 1 for the post of Executive Director Children's Services (DCS) to progress to further assessment and formal interview.
3. Agree to the proposed timeline for the advertisement for the Governance, Compliance and Monitoring Officer post.

### Background

- 9 On 24 February 2025, the Appointments Committee approved a longlist of candidates to progress to the assessment of technical ability and potential suitability for the post of Executive Director Children's Services (DCS).
- 10 The assessment of technical ability and potential suitability for the post has been undertaken by Starfish Recruitment, our recruitment partner, together with Linda Clegg, NW Children's Improvement Advisor – LGA as a technical expert.
- 11 Appendix 1 provides the CVs and supporting statements for longlisted candidates together with a report on the technical assessments.
- 12 Appendix 1 is Part 2 and is 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 in maintaining the exemption outweighs the public interest in disclosing the information as this
- maintains the council's confidential 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.

- 13 The Appointments Committee is requested to carefully consider the reports from the technical assessment, and to agree on a shortlist of candidates.
- 14 The shortlisted candidates will be invited for further assessment and formal interview as follows:
- Assessment Centre activities on 24 March 2025 i.e. 1:1 with Chief Executive and CLT and Direct Reports panel
  - Further Assessment Centre activities, presentation and formal interview with the Appointments Committee on 25 March 2025.
- 15 Feedback from the assessment centre sessions will be provided to the Appointments Committee to inform the decision on the successful candidate together with the candidates' responses to questions during the formal interview.
- 16 With respect to the statutory post of Governance, Compliance and Monitoring Officer post, Appointments Committee are requested to agree a new recruitment timeline.
- 17 It is proposed that we will undertake the process with our recruitment partner Starfish Recruitment. We recommend that we advertise the role from 20 March 2025, and that the closing date for the advertisement will be 26 April 2025. This will ensure that we can invite the widest pool possible recognising that Easter holidays will fall within that period.
- 18 It is further proposed that for this appointment we will post an advert in two specific legal publications to maximise interest in this important statutory post.
- 19 Subject to Appointments Committee agreement officers will schedule longlisting, shortlisting and other assessment centre meetings in line with the other Executive Director and Director appointments already underway. This will ensure that we are maintaining consistency in this significant recruitment exercise.

### **Consultation and Engagement**

- 20 Not applicable.

### **Reasons for Recommendations**

- 21 In accordance with the Constitution, the Appointments Committee is required to undertake the recruitment and selection process for three posts in accordance with the Employment Procedure Rules.

### **Other Options Considered**

- 22 Not applicable.

## **Implications and Comments**

### *Monitoring Officer/Legal*

- 23 On 16 October and 11 December 2024, Full Council approved the Phase 1 senior management structure with the additional new posts and salaries over £100,000 in line with Cheshire East Council's constitution. The Executive Director of Children's Services is an existing post in the senior management structure.
- 24 In line with Cheshire East Council's constitution, the Appointments Committee is responsible for selecting the successful candidate for the post of Executive Director Children's Services (DCS) as a Statutory Director.
- 25 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.
- 26 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*

- 27 The revised senior management structure was approved at full council on 16 October and 11 December 2024.
- 28 The posts being referred to in this latest report will be budgeted from 1 April 2025 and included in the MTFS and budget for the 2025/26 onwards.
- 29 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".
- 30 The budget for further stages of the senior management restructure will need to be confirmed on a case-by-case basis.

### *Policy*

- 31 The recruitment to this post 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*

- 32 There are no direct equality implications.



- 33 All equality considerations will be taken into account as part of the recruitment process for these posts.

*Human Resources*

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

*Rural Communities*

- 35 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)*

- 36 This is a significant appointment for positive impact of the lives and outcomes for Children and Young People including Cared for Children, care leavers and Children with special educational needs and disabilities (SEND).

*Public Health*

- 37 There are no direct implications for public health.

*Climate Change*

- 38 There are no direct implications for climate change.

<b>Access to Information</b>	
Contact Officer:	Sara Duncalf, Head of Human Resources <a href="mailto:sara.duncalf@cheshireeast.gov.uk">sara.duncalf@cheshireeast.gov.uk</a>
Appendices:	Appendix 1 Part 2 – CVs and feedback from assessment of technical ability and potential suitability for the roles in respect of longlisted applicants for the three roles (to follow)
Background Papers:	None

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