

Appointments Committee Agenda

Date:	Thursday, 8th August, 2024
Time:	9.30 am
Venue:	S10, Westfields, Middlewich Road, Sandbach CW11 1HZ

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 Meeting (Pages 3 - 4)**

To approve as a correct record the minutes of the meeting held on 25 July 2024.

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.

For requests for further information

Contact: Rachel Graves

Tel: 01270 686473

E-Mail: rachel.graves@cheshireeast.gov.uk

5. **Recruitment and Selection for post of Executive Director Place (Pages 5 - 8)**

To consider the update report on the recruitment and selection arrangements for the post of Executive Director Place.

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 Place (Pages 9 - 10)**

To select the successful candidate for appointment to the post of Executive Director Place.

Membership: Councillors C Bulman, J Clowes, S Corcoran, T Dean, 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, 25th July, 2024 in the Committee Suite 1,2 & 3, Westfields,
Middlewich Road, Sandbach CW11 1HZ

PRESENT

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

Councillors C Bulman, T Dean, R Fletcher, S Gardiner, N Mannion and
M Simon

Officers in attendance

Rob Polkinghorne, Chief Executive
Sara Duncalf, HR Operations Manager
Rachel Graves, Democratic Services Officer

Also, in attendance
Mr Pete John, Penna

1 APOLOGIES FOR ABSENCE

Apologies were received from Councillors J Clowes and S Corcoran.
Councillors T Dean and N Mannion attended as substitutes.

2 DECLARATIONS OF INTEREST

Councillor S Gardiner declared that he knew of one of the candidates
through his professional career.

3 MINUTES OF PREVIOUS MEETING**RESOLVED:**

That the minutes of the meeting held on 29 April 2024 be approved as a
correct record.

4 PUBLIC SPEAKING TIME/OPEN SESSION

There were no members of the public in attendance.

**5 RECRUITMENT AND SELECTION FOR POST OF EXECUTIVE
DIRECTOR PLACE**

The Committee considered the report on the recruitment and selection for
the post of Executive Director Place.

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 for 8 August 2024.
- 2 delegate responsibility to finalise the assessment and formal interview arrangements to the Chief Executive in consultation with the Chair of the Appointments Committee.

6 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 the information.

7 RECRUITMENT AND SELECTION FOR POST OF EXECUTIVE DIRECTOR PLACE

The Committee considered the applicants CVs and supporting letters, before agreeing a long list of applicants for the technical assessment stages of the recruitment and selection process.

RESOLVED:

That the Committee agree the longlist of 9 applicants for the post of Executive Director Place for the technical assessment stages of the recruitment and selection process.

8 INTERIM EXECUTIVE DIRECTOR CHILDREN'S SERVICES

RESOLVED:

That the Committee delegate to the Chief Executive the authority to recruit an Interim Executive Director Children's Services.

The meeting commenced at 10.00 am and concluded at 11.44 am

Councillor F Wilson (Chair)

OPEN - Report**NOT FOR PUBLICATION - Appendices 1 and 2 of the report**

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

Appointments Committee**8 August 2024****Recruitment and Selection for post of Executive Director Place**

Report of: Rob Polkinghorne, Chief Executive**Report Reference No: AP/4/24-25****Ward(s) Affected: All****Purpose of Report**

- 1 To update on the recruitment and selection arrangements for the post of Executive Director Place.
- 2 To select the successful candidate for appointment to the post of Executive Director Place.
- 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 Place.
- 5 The post was advertised with a closing date of 19 July 2024. There were 23 applications received.
- 6 On 25 July 2024, the Appointments Committee approved a longlist of 9 candidates to progress to the assessment of technical ability and potential suitability for the post of Executive Director Place.
- 7 On 2 August 2024, 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.
- 8 The Appointments Committee is requested to:

- Formally interview the shortlisted candidates for the post of Executive Director Place.
- Consider the feedback on the shortlisted candidates from the panels for the assessment centre as part of the recruitment and selection process.
- Select the successful candidate for appointment to the post of Executive Director Place.

RECOMMENDATIONS

The Appointments Committee is recommended to:

1. Note the update on the recruitment and selection process.
2. Select the successful candidate from the shortlist of applicants for appointment to the post of Executive Director Place.
3. Notify the Head of Human Resources 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.

Background

- 9 On 2 August 2024, the Appointments Committee approved a shortlist of candidates to progress to the assessment centre and for formal interview with the Appointments Committee on Thursday, 8 August 2024.
- 10 Appendix 1 provides the CVs and supporting statements for shortlisted candidates together with a report on the technical assessments.
- 11 Appendix 2 provides the detail of the assessment centre and formal interview on 8 August 2024.
- 12 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 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:

- a) 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
- b) select the successful candidate from the shortlist of applicants for appointment to the post of Executive Director Place, and
- c) notify the Head of Human Resources 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.

Consultation and Engagement

14 Not applicable.

Reasons for Recommendations

15 In accordance with the Constitution, the Appointments Committee is required to undertake the recruitment and selection process for Executive Director Place in accordance with the Employment Procedure Rules.

Other Options Considered

16 Not applicable.

Implications and Comments

Monitoring Officer/Legal

17 In line with Cheshire East Council's constitution, the appointment of the Executive Director Place is responsibility of the Appointments Committee.

Section 151 Officer/Finance

18 The salary cost for the Executive Director Place can be managed within existing budgets, as can the required recruitment exercise.

Policy

19 The recruitment to the post of Executive Director Place 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

20 There are no direct equality implications.

21 All equality considerations will be taken into account as part of the recruitment process for the Chief Executive recruitment process.

Human Resources

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

Rural Communities

23 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)

24 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

25 There are no direct implications for public health.

Climate Change

26 There are no direct implications for climate change.

Access to Information	
Contact Officer:	Sara Barker, Head of Human Resources sara.barker@cheshireeast.gov.uk
Appendices:	Appendix 1 Part 2 – CVs and supporting statements of shortlisted applicants (to follow) Appendix 2 Part 2 – Detail of the formal interview and assessment centre for the role of Executive Director Place (to follow)
Background Papers:	None

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

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