

Appointments Committee

Agenda

Date:	Monday 27th January 2025
Time:	1.30 pm
Venue:	The Capesthorpe Room - 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. **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.

4. **Recruitment and Selection for post of Executive Director Resources, Governance, Compliance and Monitoring Officer, and Assistant Chief Executive Place (Pages 3 - 8)**

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

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

The reports relating to the remaining item 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

6. **Recruitment and Selection for post of Executive Director Resources, Governance, Compliance and Monitoring Officer and Assistant Chief Executive Place (Pages 9 - 10)**

To agree a shortlist of candidates for further assessment.

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

Appointments Committee**27 January 2025****Recruitment and Selection for post of Executive Director
Resources, Governance, Compliance and Monitoring Officer
and Assistant Chief Executive Place**

Report of: Rob Polkinghorne, Chief Executive**Report Reference No: AP/06/24-25****Ward(s) Affected: All****Purpose of Report**

- 1 To update on the recruitment and selection arrangements for the following posts
 - Executive Director Resources (and S151)
 - Governance, Compliance and Monitoring Officer
 - Assistant Chief Executive.
- 2 To provide a shortlist of candidates for final assessment as part of the recruitment and selection process for the post listed in paragraph 1 above.
- 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 posts of Executive Director Resources, Governance, Compliance and Monitoring Officer and Assistant Chief Executive.
- 5 The posts were advertised with a closing date of 5 January 2025.

- 6 On 16 January 2025, the Appointments Committee approved a longlist of candidates to progress to the assessment of technical ability and potential suitability for the posts as follows:

Post	Number of Applicants	Number of Applicants longlisted
Executive Director Resources	8	7
Governance, Compliance and Monitoring Officer	5	4
Assistant Chief Executive	26	8

- 7 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 Resources, Governance, Compliance and Monitoring Officer and Assistant Chief Executive to progress to further assessment and formal interview.

Background

- 8 On 16 January 2025, the Appointments Committee approved a longlist of candidates to progress to the assessment of technical ability and potential suitability for the posts of
- Executive Director Resources (and S151)
 - Governance, Compliance and Monitoring Officer

- Assistant Chief Executive

9 The assessment of technical ability and potential suitability for the post has been undertaken by Starfish Recruitment, our recruitment partner, together with a technical expert.

10 Appendix 1 provides the CVs and supporting statements for longlisted candidates together with a report on the technical assessments.

11 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’. 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 general data protection regulations (GDPR), and
- ensures that the recruitment process aligns with policy and process and will withstand scrutiny.

12 The Appointments Committee is requested to carefully consider the reports from the technical assessment, and to agree on a shortlist of candidates.

13 The shortlisted candidates will be invited for further assessment and formal interview as follows:

Post	Date of Assessment Centre	Date of formal interview by Appointment Committee
Executive Director Resources	Between 28 January – 6 February 2025	13 February 2025
Governance, Compliance and Monitoring Officer	Between 28 January – 6 February 2025	12 February 2025
Assistant Chief Executive	Between 28 January – 6 February 2025	19 February 2025

- 14 Feedback from the assessment centre sessions that will be undertaken following shortlisting, 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.

Consultation and Engagement

- 15 Not applicable.

Reasons for Recommendations

- 16 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

- 17 Not applicable.

Implications and Comments

Monitoring Officer/Legal

- 18 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.
- 19 In line with the Cheshire East Council's constitution, the Appointments Committee is responsible for the recruitment and selection process:
- to recommend a preferred candidate to Full Council in respect of the Executive Director Resources (and S151) as the Chief Finance Officer and the Governance, Compliance and Monitoring Officer as these posts are Designated Statutory Officers.
 - to appoint the Director of Public Health as a Statutory Director.
 - to appoint the Assistant Chief Executive in line with other non -statutory Tier 2 appointments.
- 20 A fair, transparent and objectively justified selection process with due regard to equality laws should be followed throughout the recruitment process to reduce the risk of potential legal challenge.

Section 151 Officer/Finance

- 21 The revised senior management structure was approved at full council on 16 October and 11 December 2024.

- 22 The three posts being referred to in this latest report will be budgeted from 1 April 2025.
- 23 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.
- 24 The budget for further stages of the senior management restructure will need to be confirmed on a case-by-case basis.

Policy

- 25 The recruitment to the three posts 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

- 26 There are no direct equality implications.
- 27 All equality considerations will be taken into account as part of the recruitment process for these posts.

Human Resources

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

Rural Communities

- 29 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)

- 30 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

- 31 There are no direct implications for public health.

Climate Change

- 32 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 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

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

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