

Appointments Committee Agenda

Date: Thursday 29th May 2025
Time: 10.00 am
Venue: The Silk 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 top of each report.

It should be noted that Part 1 items of Cheshire East Council decision making 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 - 6)

To approve the minutes of the meetings held on 8 May 2025 and 19 May 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.

Contact: Rachel Graves
Tel: 01270 686473
E-Mail: rachel.graves@cheshireeast.gov.uk

5. **Recruitment and Selection for post of Governance, Compliance and Monitoring Officer** (Pages 7 - 12)

To consider the update report on the recruitment and selection arrangements for post of 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 Governance, Compliance and Monitoring Officer** (Pages 13 - 14)

To select the preferred candidates from the shortlist of applicants for the post of Governance, Compliance and Monitoring Officer.

Membership: Councillors L Crane, S Gardiner, M Gorman (Vice-Chair), N Mannion, J Saunders, L Wardlaw and F Wilson (Chair)

CHESHIRE EAST COUNCIL

Minutes of a meeting of the **Appointments Committee**
held on Thursday, 8th May, 2025 in the Council Chamber - Town Hall,
Macclesfield, SK10 1EA

PRESENT

Councillor F Wilson (Chair)

Councillors C Bulman, T Dean, D Edwardes and S Gardiner

Officer in attendance

Rob Polkinghorne, Chief Executive

Karen Grave, Director of People and Customer Experience

Naomi Clarkson, Senior Lawyer- Employment

Rachel Graves, Democratic Services Officer

Luke Judd, Starfish Recruitment (virtually)

Councillor J Saunders joined the meeting virtually and did not take part in any votes on the matters under consideration.

91 APOLOGIES FOR ABSENCE

Apologies were received from Councillors J Clowes, M Gorman and M Simon. Councillors T Dean, D Edwardes and J Saunders attended as substitutes.

92 DECLARATIONS OF INTEREST

No declarations of interest were made.

93 MINUTES OF PREVIOUS MEETINGS**RESOLVED:**

That the minutes of the meetings held on 19 March 2025 and 25 March 2025 be approved as a correct record.

94 PUBLIC SPEAKING TIME/OPEN SESSION

There were no members of the public present.

95 RECRUITMENT AND SELECTION FOR POST OF GOVERNANCE, COMPLIANCE AND MONITORING OFFICER

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

RESOLVED:

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

96 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.

97 RECRUITMENT AND SELECTION FOR POST OF GOVERNANCE, COMPLIANCE AND MONITORING OFFICER

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

98 READMITTANCE OF THE PRESS AND PUBLIC

RESOLVED:

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

99 RECRUITMENT AND SELECTION FOR POST OF GOVERNANCE, COMPLIANCE AND MONITORING OFFICER

RESOLVED:

That the Committee agree a longlist of 5 candidates for the post of Governance, Compliance and Monitoring Officer for the technical assessment stages of the recruitment and selection process.

The meeting commenced at 10.00 am and concluded at 10.53 am

Councillor F Wilson (Chair)

CHESHIRE EAST COUNCIL

Minutes of a meeting of the **Appointments Committee**
held on Monday, 19th May, 2025 in the Capesthorne Room - Town Hall,
Macclesfield SK10 1EA

PRESENT

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

Councillors C Bulman, T Dean, S Gardiner, N Mannion and J Saunders

Officers in attendance

Rob Polkinghorne, Chief Executive (virtually)
Karen Grave, Director of People and Customer Experience
Julie Gregory, Acting Head of Legal Services
Rachel Graves, Democratic Services Officer
Luke Judd, Starfish Recruitment
Nicola Robason, Director of Governance, Corporate Affairs and Monitoring,
South Tyneside Council (virtually)

1 APOLOGIES FOR ABSENCE

It was noted that membership changes to the Committee had taken place, with Cllr L Crane replacing Cllr C Bulman, Cllr L Wardlaw replacing Cllr J Clowes and Cllr J Saunders replacing Cllr M Simon. However, as the Committee was in the process of recruitment and selection to the position of Governance, Compliance and Monitoring Officer, it had been agreed that those councillors involved in the earlier parts of the process should continue until the recruitment was concluded.

Apologies were received from Councillors L Crane and L Wardlaw. Councillors C Bulman and T Dean attended as substitutes.

2 DECLARATIONS OF INTEREST

No declarations of interest were made.

3 PUBLIC SPEAKING TIME/OPEN SESSION

There were no members of the public present.

4 RECRUITMENT AND SELECTION FOR POST OF GOVERNANCE, COMPLIANCE AND MONITORING OFFICER

The Committee considered the update report on the recruitment and selection process for the position of Governance, Compliance and Monitoring Officer.

RESOLVED:

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

5 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 Paragraphs 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.

6 RECRUITMENT AND SELECTION FOR POST OF GOVERNANCE, COMPLIANCE AND MONITORING OFFICER

The Committee considered the applications, supporting letters and technical assessment results before agreeing a shortlist of applicants for further assessment and formal interview for the position of Governance, Compliance and Monitoring Officer.

7 READMITTANCE OF THE PRESS AND PUBLIC

RESOLVED:

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

8 RECRUITMENT AND SELECTION FOR POST OF GOVERNANCE, COMPLIANCE AND MONITORING OFFICER

RESOLVED:

That the Committee agree a shortlist of 4 candidates for the position of Governance, Compliance and Monitoring Officer for further assessment and formal interview.

The meeting commenced at 10.30 am and concluded at 11.42 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**29 May 2025****Recruitment and Selection for post of Governance, Compliance and Monitoring Officer**

Report of: Rob Polkinghorne, Chief Executive**Report Reference No: AP/2/24-26****Ward(s) Affected: All****For Decision****Purpose of Report**

- 1 To update on the recruitment and selection arrangements for the post of Governance, Compliance and Monitoring Officer
- 2 To select a preferred candidate to the post of Governance, Compliance and Monitoring Officer for recommendation to Full Council to approve the proposed appointment before an offer of employment is made to that person.
- 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 Governance, Compliance and Monitoring Officer.
- 5 This post was re-advertised with a closing date of 27 April 2025. There were 9 applications.
- 6 On 8 May 2025, the Appointments Committee approved a longlist of 5 candidates to progress to the assessment of technical ability and potential suitability for the post.
- 7 On 19 May 2025, the Appointments Committee approved a shortlist of 4 candidates to progress to formal interview and potential suitability.

- 8 The Appointments Committee is requested to
- formally interview the shortlisted candidates for the post as well as consider the feedback on these candidates from the panels for the assessment centre as part of the recruitment and selection process; and
 - select a preferred candidate for the post of Governance, Compliance and Monitoring Officer for recommendation to Full Council to approve the proposed appointment before an offer of employment is made to that person.

RECOMMENDATIONS

The Appointments Committee is recommended to:

1. Note the update on the recruitment and selection process.
2. Select a preferred candidate for the post of Governance, Compliance and Monitoring Officer for recommendation to Full Council to approve the proposed appointment before an offer of employment is made to that person.

Background

- 9 On 19 March 2025, the Appointments Committee approved a shortlist of candidates to progress to the assessment centre and for formal interview.
- 10 The assessment of technical ability and potential suitability for the post has been undertaken by Starfish Recruitment, our recruitment partner, together with Nicola Robason, Director of Governance, Corporate Affairs and Monitoring, South Tyneside Council as a technical expert.
- 11 A representative from Starfish Recruitment and Nicola Robason will also be attending the Appointments Committee 29 May 2025 as external advisors.
- 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 post.
- 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 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.

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 a preferred candidate for the post of Governance, Compliance and Monitoring Officer for recommendation to Full Council to approve the proposed appointment before an offer of employment is made to that person.

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 the post of Governance, Compliance and Monitoring Officer in accordance with the Employment Procedure Rules, and
- notify the Director of People of the name of the proposed 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.

Other Options Considered

18 Not applicable.

Implications and Comments

Monitoring Officer/Legal

19 On 16 October and 11 December 2024, Full Council approved the Phase 1 senior leadership structure with the additional new posts and salaries over £100,000 in line with Cheshire East Council's constitution.

- 20 The Governance, Compliance and Monitoring Officer role replaced the Director of Governance and Compliance which was an established post in the previous structure.
- 21 The post of Governance, Compliance and Monitoring Officer is a Designated Statutory Officer role. In line with Cheshire East Council's Constitution, the Appointments Committee is responsible for selecting and recommending a preferred candidate to Full Council for this post before an offer of appointment is made to that person.
- 22 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.
- 23 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

- 24 The revised senior management structure was approved at full council on 16 October and 11 December 2024.
- 25 The post being referred to in this latest report is included in the MTFS and budget for 2025/26 onwards.

Policy

- 26 The recruitment to the post of 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

- 27 There are no direct equality implications.
- 28 All equality considerations will be taken into account as part of the recruitment process for the Governance, Compliance and Monitoring Officer.

Human Resources

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

Rural Communities

- 30 There are no direct implications for rural communities.

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 supporting statements of shortlisted applicants (to follow) Appendix 2 Part 2 - Schedule for assessment centre and formal interview (to follow)
Background Papers:	None

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

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