



**MINUTES OF THE EXTRAORDINARY EMPLOYMENT COMMITTEE MEETING
HELD AT 12PM ON
26 AUGUST 2021
SAND MARTIN HOUSE, PETERBOROUGH**

Committee Members Present: Councillors Brown (Chair), Fitzgerald (Vice-Chair), J Allen, Tyler Jamil and Wiggin

Officers Present:

Mandy Pullen	Assistant Director HR & Organisational Development
Fiona McMillan	Director of Law and Governance
Karen Dunleavy	Democratic Services Officer

5. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Hemraj.

6. DECLARATIONS OF INTEREST

No declarations of interest were received.

7. HEAD OF PAID SERVICE / CHIEF EXECUTIVE

The Committee received a report in relation to recruiting to the post of Head of Paid Service / Chief Executive.

The Director of Law and Governance and Assistant Director HR & Organisational Development introduced the report and asked Members to consider and agree the process for the recruitment of a new Chief Executive for Peterborough City Council only following the retirement of Gillian Beasley.

The joint agreement between Peterborough and Cambridgeshire County Council was due to end once the current Chief Executive retired. Therefore, both councils were required to review the desire for a joint Chief Executive, and it was the wish of both council Leaders that the joint arrangement would come to an end and that separate appointments were made for the role.

The separate roles were needed due to the impact and pressures of the recent pandemic crises and the management of the situation going forward. Furthermore, the separate roles would present additional costs for both councils, with the extra cost pressure of £80k for the current full pay scale of £173k for Peterborough.

The role would include the responsibility of Electoral Registration Officer and Returning Officer.

Subject to this Committee's approval, the role would be advertised with a closing date towards the end of September 2021 using a specialist selection agency with interviews likely to take place in October 2021. The recruitment process would include preliminary technical interviews, which would test for knowledge and experience against the job description, an assessment centre which would include stakeholder panels with Council Members and partner organisations, psychometric testing and a final interview with

Council Members.

Subject to the outcome, The Committee's recommendation would be presented to Full Council for a decision to be made on the appointment.

The job description (JD) had been reviewed and updated following feedback received from advisors . Feedback had also been provided by the current Chief Executive to ensure elements which as key contacts were relative and up to date.

The Employment Committee debated the report and in summary, key points raised and responses to questions included:

- Members were advised that reference to the Unions would be included in the JD.
- The key organisations that had been updated in the JD was that the LGA sounding board had been removed. In addition, the language would be broader to include work with wider key contacts.
- Members were advised that the position of Chief Executive would be filled by an interim post should there be no appointment made in advance of the current post holder's retirement.
- Members commented that the candidate could be from a public or private sector background, and it was confirmed that the advert would be inclusive for all sectors to be considered. Members were advised that the relationship section of the Chief Executive's job description could refer to the combined authority and this would be considered.

RESOLVED:

The Employment Committee **RESOLVED** (Unanimous) to approve:

1. commencement of the recruitment and selection process to recruit a new Chief Executive for Peterborough City Council.
2. the proposed job description for Head of Paid Services/Chief Executive for approval, making any necessary proposals for changes and, if required, delegating authority to finally approve the job description to the Monitoring Officer in consultation with the Chairman of Employment Committee.

Chairman
26 August 2021
End 12.13pm