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CHIEF EXECUTIVE SELECTION COMMITTEE

Minutes of a Meeting held on Tuesday 15 May 2018 in the Council Chamber, Town Hall, Matlock at 2.00 pm.

PRESENT

Councillor Albert Catt - In the Chair

Councillors Jason Atkin, Martin Burfoot, Susan Hobson, Mike Ratcliffe and Lewis Rose, OBE

Deborah Unwin (Human Resources Manager)

Heather Kerswell (SOLACE Assessor)

Victoria Wood Williams (SOLACE Assessor)

Sandra Lamb (Head of Corporate Services for Corporate Leadership Team)

401/17 – ELECTION OF CHAIRMAN

It was moved by Councillor Lewis Rose seconded by Councillor Mike Ratcliffe

RESOLVED
(unanimously)

That Councillor Albert Catt be appointed as Chairman of the Chief Executive Appointment Panel.

402/17 – EXCLUSION OF PUBLIC AND PRESS

It was moved by Councillor Lewis Rose, seconded by Councillor Albert Catt

RESOLVED
(unanimously)

That in accordance with Section 100(a) of the Local Government Act 1972 the public and press be excluded because it is likely that the nature of the business to be transacted would result in exempt information being disclosed.

403/17 – APPOINTMENT OF CHIEF EXECUTIVE

On the 12 April 2018 Council was informed of the current Chief Executive's intention to retire on 31 May 2018 and agreed the process for recruitment of her successor. It was agreed that first consideration would be given to one internal candidate. Council appointed

a Selection Committee to carry out the recruitment process supported by the Society of Local Authority Chief Executives (SOLACE in Business); an independent agency experienced in supporting Local Authority Chief Executive appointments. The appointment was to be made on merit and SOLACE's support in design and delivery of the process and their advice to the Selection Committee enabled merit to be demonstrated.

It was noted that following the initial appointment of the Selection Committee Councillor Susan Hobson had replaced Councillor Jean Monks and Councillor Martin Burfoot had replaced Councillor Steve Flitter.

The candidate to be given first consideration was the existing Corporate Director & Deputy Chief Executive, Paul Wilson who was invited to apply for the position through SOLACE and was informed that the recruitment process would be focused on three main points:-

- ◇ Written Application Submission.
- ◇ Assessment Centre.
- ◇ Appointments Panel and Presentation.

The Selection Committee were informed of the outcome of the comprehensive selection process that had preceded their meeting. This included

- the submission of a CV,
- a statement on why the applicant considered himself to be suitably fit for the role as outlined in the Job Description and Person Specification
- a written paper on future challenges for the District Council, risks for the Derbyshire Dales and how the candidate might deal with them.
- on line psychometric testing
- interviews with the Corporate Leadership Team and a panel of representatives from partner organisations.
- a technical interview with SOLACE to assess suitability and fit for the role;
- a case study of a fictional Council where a decision and recommendation had to be put forward based on the facts and issues given;
- a written analysis exercise and briefing which exercised prioritisation, political sensitivity and strategic / analytical skills.

In formulating its recommendation to Council, the Selection Panel considered all the above evidence and their findings from an interview with the candidate.

It was moved by Councillor Lewis Rose seconded by Councillor Mike Ratcliffe

RESOLVED
(unanimously)

That Paul Wilson is recommended for appointment to the role of Chief Executive, on the retirement of Dorcas Bunton, with effect from 1 June 2018 on Chief Executive salary scale commencing at £96,379 (2018 Chief Officer pay award pending).

Meeting closed 16.15pm