

Chief Officer Appointments Panel

Friday 21 March 2025

PRESENT:

Councillor Evans OBE, in the Chair.

Councillors Aspinall, Mrs Beer, Laing, Lugger, Penrose and Stephens and Penrose (substituting).

Also in attendance: Chris Squire (Service Director for HROD) and Jake Metcalfe and Chris Squire

The meeting started at 10.00 am and finished at 10.20 am.

Note: At a future meeting, the Panel will consider the accuracy of these draft minutes, so they may be subject to change. Please check the minutes of that meeting to confirm whether these minutes have been amended.

13. **Apologies**

There were apologies from:

- Councillor Blight, Councillor Penrose substituted.

14. **Declarations of Interest**

There were no declarations of interest.

15. **Minutes**

The minutes of the meeting that took place on 14 February 2025 were agreed as a true and accurate record.

16. **Chair's Urgent Business**

There were no items of chairs urgent business.

17. **Recruitment to role of Service Director for Customer Experience and Digital**

Chris Squire (Service Director for HROD) presented the report to the Panel and highlighted the following key points:

- a) The post of Service Director for Customer Experience and Digital was vacant for several years with no attempt to recruit into the post;
- b) The post holder would focus on front facing customer service development, digital strategy, Artificial Intelligence (AI), FOI and other parts of governance;

- c) The Council would recruit to the post differently in the first instance and look at candidates, but not excluding those not steeped in local government. The Council would look to target other public sector organisations and universities using LinkedIn;
- d) If the option for targeting through LinkedIn was not forthcoming, the Council would look to engage an executive search agency.

In response to questions raised it was reported that:

- e) Due to AI being a feature of the role, it was agreed to amend the title of the job title to include AI;
- f) The Council should look to recruit a candidate with at least good management ability but with expertise to progress AI within the Council.

The Panel agreed to:

- 1. Note the updated role profile for the Service Director for Customer Experience, Digital and AI;
- 2. Approve the independent job evaluation of the role, procurement of an executive search agency, and preparation of recruitment materials for the recruitment of a permanent Service Director for Customer Experience, Digital and AI;
- 3. Approve commencement of the recruitment process for the post, dependent on the evaluation of the role.

18. **Recruitment to the role of Service Director for Education, Participation & Skills**

Chris Squire (Service Director for HROD) presented the report to the Panel and highlighted the following key points:

- a) Lisa Linscott resigned the post in January 2025 and the Panel appointed Amanda Davis as an interim who started in February 2025;
- b) The Council would look to engage in a recruitment process to the permanent post that would be done nationally.

In response to a question raised it was reported that:

- c) Members of the Panel expressed an interest for SEND to be included within the title of the job due to the Council's priorities around that area.

The Panel agreed to:

- 1. Note the content of this report;

2. Agree to undertake a permanent recruitment process for the post of Service Director for Education, Participation and Skills and for the Service Director for HROD to amend the job title in consultation with the Director of Children's Services;
3. Approve the procurement of an executive search agency to support this recruitment process.

19. **Exempt Business**

(The Panel did not enter into part 2 of the meeting)

20. **Recruitment to role of Service Director for Customer Experience and Digital**

(The Panel did not consider this item and its discussion was covered in part 1)

21. **Recruitment to the role of Service Director for Education, Participation & Skills**

(The Panel did not consider this item and its discussion was covered in part 1)

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