

SPECIAL APPOINTMENTS PANEL (Chief Executive Officer)

26 January 2009

RECRUITMENT ARRANGEMENTS

Report by the Head of Personnel

Purpose of the report

- 1 To seek agreement to the process for the recruitment. A report in Part II deals with questions relating to job description, person specification and other terms and conditions, including salary.

Background

- 2 The intention is to recruit a Chief Executive Officer. The key consideration throughout is attracting the right person who can lead and deliver the challenges which face the Authority.
- 3 A workshop has been held with CET and Councillors to inform this process in understanding what the challenges are and what is required of the new CEO. A report of the outcome of this was presented to Council on 20 January 2009 a further copy is attached to the Part 2 paper.
- 4 We will be supported by Gatenby Sanderson in the process under the terms of a contract for senior recruitment.

Issues for decision

- 5 **Timetable** – this is outlined in annex 1 and requires dates to be agreed.
- 6 **Advertising** - Gatenby Sanderson's advice is that there should be limited advertising of the post in addition to the search activity that they undertake. The proposal is that advertisements should appear in the the Guardian , LGC and MJ. The cost implications of different advertising options are summarised in Annex 2.
- 7 **Involvement of stakeholders in the process** – the assessment centre should include panels of stakeholders. These could include
 - CET
 - Cross section of staff
 - Leader and/group leaders
 - External stakeholders (health, regeneration?)

There could also be one-to-one interviews with nominated people and – if the committee wishes – the opportunity for candidates to meet either members of the committee or all councillors over lunch.

- 8 **Long-listing** – the approach in other senior posts has been that Gatenby Sanderson has been asked to rule out applicants who plainly do not meet the criteria. The results of this process are shared with the appointment panel, for information. Alternatively we can arrange for the recommendations on long-listing to be reported to the appointment panel for formal approval.

It is proposed that these applicants are interviewed by Luke Judd of GatenbySanderson and Jim Brookes a HR consultant who is currently working with the Authority.

- 9 **Short-listing** – the approach in other senior posts has been that following the long list interviews, the results of the process are shared with the appointments panel along with recommendations for final interview and assessment process. It is recommended that the Special Appointments Panel agree the final candidates.
- 10 **Final stages**– Up until this point, except for their involvement in the workshops to determine the role and requirements of a new CEO the vast majority of members will not have been involved in the process and will not have been privy to the detailed advice on candidates obtained through various stages of the process.

Following the recent appointment for the Director for LLL, members requested more involvement in the process. Therefore, an opportunity for members to see and hear the candidates needs to be achieved. This could either be as part of the assessment centre all Councillors are invited to a 15 minute presentation by all the final stage candidates and given the opportunity to feed back to members of the Special Appointments Panel, and/or by Full Council.

See appendix 3 for Day 1 and Day 2 of the final stages.

Consideration needs to be given as to how the final appointment is made. It is made by Special Appointments Panel and ratified by Council or Full Council appointment of candidates put forward following the two-day assessment centre.

ANNEX 1

Draft Recruitment Timetable

Advertisements prepared	}
Microsite prepared by Gatenby Sanderson	}

Advertisements appear

(Half term

Advertisement closing dates

Long-listing: Agreed by appointment panel
following recommendations by
GatenbySanderson

Preliminary Interviews: consultants
supported by Jim Brookes HR consultant for
technical aspects

Short-listing meeting – Appointment panel

Assessment centre, including stakeholder
interviews and lunchtime event with
presentation to all councillors

Appointment panel decides which candidate
or candidates are invited to final interview

Final interview – Council

ADVERTISING COSTS

ANNEX 2

The estimated costs of different options would be:

Guardian $\frac{1}{4}$ page - £7408

LGC $\frac{1}{2}$ page - £6342

MJ $\frac{1}{2}$ page - £4593

All adverts are for full colour and include 1 month on line.

LGC and LG can offer free editorial if we give them sufficient notice

APPENDIX 3

Draft - Assessment Centre

DAY 1

10.0 am Candidates arrive for initial briefing

10.30 am Written assessment (tbc)

12.00 – 1.00 Buffet lunch with Appointments Panel, and CET

1.00 Series of panels

- CET
- Cross section of staff
- Leader and/group leaders
- External stakeholders (health, regeneration?)

3.30pm 15 minute presentation to full council (on PP agreed in advance)

DAY 2

9.0 Appointments panel to meet

9.30 Candidate one

10.30 Candidate two

11.30 Candidate three

12.30 Lunch break

1.30 Candidate four

2.30 Deliberations

Recommendation to full Council or Full Council appointment to be decided