

## Chief Executive Recruitment Process

### **Full Council**

Report to Full Council detailing the recommendation of the Remuneration Panel and Recruitment Process and Pack (5/12/17). Full Council will need to agree before the process can commence.



### **SAP and Group Leaders**

Democratic Services Manager contacts Group Leaders to ask them for nominations for the Special Appointments Panel. The SAP will be (politically balanced) and will be made up of 7 members. Once nominated, HR will liaise with the SAP and Group Leaders regarding arrangements for the process.



### **Appoint Recruitment Consultations**

Tender process will close on the 4<sup>th</sup> December 2017. Head of Legal, HR and Democratic in Services and the Leader to evaluate and select.



### **Advertising the post**

Post to be adverted by the 11<sup>th</sup> December 2017 via the DCC Website (specialist page developed); in the national press and an executive search undertaken by the Recruitment Consultants. The closing date for the post will be 12 noon on the 8<sup>th</sup> January 2018



### **Shortlisting**

Once the vacancy has closed, copies of all application forms will be circulated to the SAP in readiness for the panel to read and prepare on the 9<sup>th</sup> January 2018. The SAP will meet on the 10<sup>th</sup> January 2018 to shortlist. The Recruitment Consultant will assess each form against the Job Description and Person Specification and will provide a summary of their findings at the Shortlisting Meeting on the 10<sup>th</sup> January 2018. Democratic Services to attend to take formal minutes. If there are no shortlistable candidates then the decision may be made to go back out to advert. SAP to agree interview questions and Recruitment specialist to prepare question sheets for interview. Successful candidates will be informed and invited the assessment centre on 23<sup>rd</sup> and 24<sup>th</sup>. Recruitment Consultants will inform unsuccessful candidates and provide feedback.



### **Pre-assessment Centre Exercises**

Candidates will undertake a range of assessments with the Recruitment Consultants on the 23<sup>rd</sup> January 2018.



### **Assessment Centre**

The Assessment Centre will be held on 24<sup>th</sup> January 2018 with a range of exercise such as Professional Interview, Analysis Exercise with the Group Leaders; SAP observe prepared presentation and ask a number of set questions.



### **Plenary Session**

The Recruitment Consultants, Head of Legal, HR & Democratic Services, Democratic Services Manager, SAP; and one nominated member from each assessment process to attend the plenary session to feedback on each candidate. SAP panel do not choose a successful candidate at this point – they will only put ‘appointable’ candidate(s) through to Full Council.

Full Council will choose the successful candidate. Recruitment Consultants will inform candidates of the outcome. Agree what questions are going to be asked at Full Council. HR to prepare question sheets for Full Council. Copies of the applications forms for candidates put forward to Full Council will be sent to all members via email on the evening of 24<sup>th</sup>.



### **Full Council**

Recruitment Consultants will explain the assessment centre process to Full Council 25<sup>th</sup> January 2018 and provide a summary of how the candidates performed. Members will agree on who asks a set number of questions. Candidate(s) will then be invited into the room and will be required to give a presentation and answer the set questions. Members then vote on who they want to appoint. The successful candidate will be invited back into the meeting to be formally offered the post.



### **Successful Candidate**

Head of Legal, HR and Democratic Services to liaise with the successful candidate to agree salary and a start date. HR to chase references and send out contract and relevant paperwork to successful candidate. The Recruitment Consultants will inform unsuccessful candidates and provide feedback.