

RECRUITMENT PROCESS FOR THE POST OF CORPORATE DIRECTOR, SERVICE AND PERFORMANCE

PP 06 11 08 Item 6

EXECUTIVE MEMBER: Cllr Norman Williams, Resources
LEAD OFFICER: Liam Murphy, Chief Executive
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Summary and Recommendation:

The Council is responsible for recruiting and employing the post of Corporate Director Services and Performance. It is the responsibility of the Personnel Panel to approve the delegation of recruitment to a selection panel.

Personnel Panel is recommended to:

- (a) approve the recruitment process;
- (b) take a decision on the composition of the selection panel; and
- (c) appoint its own representative on the selection panel.

1. INTRODUCTION

- 1.1 At a meeting of the Personnel Panel on the 18th July 2008, the panel approved the re-organisation of the Corporate Team and the creation of a new Corporate Director post for Services and Performance.
- 1.2 It is the responsibility of Personnel Panel to approve the selection panel for the recruitment of the post and to delegate the decision to the panel.

2. RECRUITMENT PROCESS

- 2.1 While the post of Corporate Director, Services & Performance is expected to attract internal candidates it has been advertised in the local government and popular media at the beginning of October.
- 2.2 Under the current timetable, short-listing and final selection of a candidate is expected to take place in November and December respectively. Final interviews are to be held on the 5th December.

3. SELECTION PANEL

- 3.1 It is proposed that the selection panel comprise the Leader of the Council, the Deputy Leaders for Effective Leadership and Achieving Transformation, plus the representative of the Personnel Panel.
- 3.2 A copy of the job description and person specification for the post, previously approved by Personnel Panel is attached as an annex.

4. FINANCIAL AND HUMAN RESOURCES IMPLICATIONS (INCLUDING SOURCES OF FINANCE)

The costs of the post are included within the Council's budget. The recruitment costs are covered by a contribution from the HR budget and by the underspend generated by the acting up post for Corporate Director, Quality of Life.

6. IMPACT ON CORPORATE PLAN

The Council has made a particular focus on improving performance for the forthcoming years and this post is a key part of its programme for tackling this.

List of Appendices

Appendix A: Job description and person specification.

List of Consultees:

Leader of the Council
Human Resources Manager