

Chief Officer Appointments Committee

Post of Corporate Director, Neighbourhood Services – Interim



19 November 2015

Report of Simon Henig, Leader of the Council

Purpose of the Report

- 1 To seek approval to initiate a recruitment exercise for the appointment of an interim Corporate Director, Neighbourhood Services for the Council.
- 2 To consider the method and timetable for the recruitment exercise, should agreement be given to fill the post.

Background

- 3 The existing post holder Corporate Director, Neighbourhood Services was appointed to the role of Chief Executive Officer for the Council in October 2015 and will take up this role from February 2016. This has resulted in a consequential vacancy at Corporate Director level.
- 4 As an interim measure, it is proposed to fill the Corporate Director, NS position pending a wider review of the Council's senior management structure'.

Proposed Recruitment Exercise – 2015

- 5 The Chief Officer Appointments Committee (COAC) is asked to agree to move to a recruitment exercise to fill the post as outlined above and to consider the process and timing for the exercise.
- 6 In line with the Council's recruitment and selection policy guidelines, vacancies would normally be advertised in the first instance through an internal advertising process, only moving to external advert should no suitable candidate be identified internally. As this will be filled on an interim basis it is proposed that this position will be advertised internally in the first instance.
- 7 It is proposed that the selection process will involve the following:
 - A presentation on a key strategic topic
 - Final interview with the COAC.

An internal recruitment exercise would enable the Committee to test the capabilities of existing employees who choose to apply.

- 8 It is proposed that the recruitment process is managed internally by the Council's Human Resources Service.
- 9 The following provides an overview of the proposed internal appointment timetable, assuming a final appointment is made in December 2015. This would allow for a short hand-over period to take place.

November

- Report to the COAC on 19 November to endorse the exercise and to agree timetable and assessment arrangements.
- Advert to be released internally subject to agreement of the COAC with a proposed closing date of 29 November 2015.

December

- COAC to shortlist on 10 December 2015
- Presentation and Interview 21 December 2015

Remuneration

- 10 The current remuneration for the post of Corporate Director, Neighbourhood Services is £140k per annum and it is proposed that this salary is not changed for the purposes of this exercise.

Recommendations

- 11 It is recommended that the Chief Officer Appointment Committee:
- Agree to appoint to the post of Corporate Director, Neighbourhood Services on an interim basis and that the recruitment process commences in line with the above timetable.
 - Agree that an internal recruitment exercise is undertaken.
 - Agree that Human Resources oversee and support the internal recruitment process.

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