
Meeting: Appointments Sub-Committee
Date: 1 March 2013
Subject: Appointment of Director of Improvement and Corporate Services
Report of: Cllr James Jamieson, Leader of the Council
Summary: The report proposes a job description and person specification to be used in the recruitment of the Director of Improvement and Corporate Services, for ratification. Also a timetable for the process of recruitment and selection.

Advising Officer: Vikki Chapman, Head of HRBPs and Programmes
Contact Officer: Vikki Chapman, Head of HRBPs and Programmes
Public/Exempt: Public
Wards Affected: All
Function of: General Purposes Committee

CORPORATE IMPLICATIONS

Council Priorities:

The appointment to this post will support all council priorities.

Financial:

1. Appointment to this post is budgeted for in the Council's Medium Term Financial Plan.

Legal:

2. The appointment will be carried out according to the Council's constitution and will not breach any relevant legislation.

Risk Management:

3. No risks identified.

Staffing (including Trades Unions):

4. Not Applicable.

Equalities/Human Rights:

5. This post will be responsible corporately for the effective implementation of equalities and human rights policies.

Public Health

6. Not applicable

Community Safety:

7. Not Applicable.

Sustainability:

8. Not Applicable.

Procurement:

9. A recruitment partner, Gatenby Sanderson, has been appointed through a competitive process in line with the Council's procurement rules

RECOMMENDATIONS:

The Sub-Committee is asked to:

1. **Endorse the attached job description and person specification**
2. **Note the proposed timetable for the recruitment and selection process**

Job Description and Person Specification

10. A draft job description and person specification for the post is attached at Appendix A. The Sub-Committee is asked to ratify the job description and person specification for use in the recruitment process.

Recruitment Timetable

11. In consultation with various stakeholders and taking account of other diarised meetings, it is proposed that the recruitment timetable will be as follows:

Dates	What	Comments
03/03	Advert appears in Sunday Times	
07/03	Advert appears in Municipal Journal	
22/03	Closing date for applications	
28/03	Appointments Sub-Committee long listing	Cllr Hollick unavailable
8/04 – 12/04	Long listed candidates are interviewed and tested, and meet (informally) the Leader and Chief Executive	
15/04	Appointments Sub-Committee short listing 9am – 10am	In view of timescales, short listing reports to be tabled
25/04	Appointments Sub-Committee interviews and agrees successful candidate 9am to 1 pm	PF/MT to be moved to 3pm
26/04 – 29/04	Executive notification process	Will proceed to offer if there are no well founded objections
30/04	Offer of appointment made	

Appendices:

Appendix A – Draft job description and person specification

Background Papers: (open to public inspection)

None