

In this respect, the Human Resources Manager referred to the report he had circulated prior to the meeting, a copy of which had been placed in the Book of Reports, and which advised members that the Council had two options in determining how to proceed in this matter, namely to undertake the process in-house or, alternatively, to appoint a specialist executive search company to assist.

The report went on to advise that since the Council meeting referred to above, he had prepared a number of documents relating to the post in question, including the candidates information pack, Job Description, Person Specification, job advert and terms and conditions of employment attaching to the post as well as seeking priced quotations from a number of executive search companies. In this latter respect the Human Resources Manager submitted details of the quotations submitted by three companies, namely Gatenby Sanderson, Tribal and TMP Worldwide, including the prices each company would charge for providing a range of similar services to the Council.

The Human Resources Manager then sought the Committee's instructions in relation to the following questions:

- Does the Council want to undertake the selection and recruitment process in-house or with the benefit of assistance from one of the companies listed above,
- Does the Council require candidates to undergo a selection of psychological/occupational tests, at additional cost to those referred to above;
- In which publications would the Council wish to advertise the vacant post.

The Committee then went on to debate the merits of the options available to them in this matter and to conclude as follows:

- The selection and recruitment process should be undertaken with the assistance of an executive search company in view of the ongoing workload within the Human Resources Division at present;
- The candidates for the post should not be required to undergo psychological/occupational testing in view of the Council's previous record in appointing high-calibre chief officers;
- The post should be advertised only in "The Guardian", "Regeneration and Renewal" and the "Local Government Chronicle"

Having determined the matters referred to above, the Committee then received from the Human Resources Manager a draft timetable for the actions to be taken leading to the selection and offer of employment of the most suitable candidate, and noted that this would entail further meetings to select a short list of candidates and then conduct interviews.

RESOLVED A. That the candidate information pack including the Job Description and Person Specification for the post be approved and the terms and conditions of service applying to this post be noted.

- B. That the job advert be approved, subject to the deletion of “should” and the insertion of the word “must” in the final paragraph.
- C. That Gatenby Sanderson be appointed to undertake a partial executive search process leading to the provision to the Council of a “long list” of candidates, in accordance with the priced quotation submitted, subject to the Deputy Chief Executive and Human Resources Manager negotiating with the company a price to reflect the fact that the details referred to at (A) above have already been prepared and approved by the Council and the Committee’s view that candidates should not be required to undergo psychological/occupational testing.
- D. That the Human Resources Manager commence the recruitment process in accordance with the decisions set out above and the views expressed by the Committee and, in consultation with the Chairman of this Committee, he be given delegated authority to deal with any administrative matters required as part of the process, including alterations to the suggested timetable circulated at the meeting.

.....
- CHAIRMAN -



AGENDA ITEM: 6

**CHIEF OFFICERS COMMITTEE:
1 NOVEMBER 2007**

Report of: Human Resources Manager

Contact for further information: Clive Walsh (ext. 5019)

**SUBJECT: APPOINTMENT OF EXECUTIVE MANAGER REGENERATION AND
ESTATES**

District-wide interest

1.0 PURPOSE OF THE REPORT

1.1 To agree a shortlist of candidates and interview arrangements for appointment to the post of Executive Manager Regeneration and Estates.

2.0 RECOMMENDATIONS

2.1 That a shortlist of candidates that meet the person specification be agreed.

2.2 That the interview arrangements and timetable for 28 November 2007 set out at Appendix A to the report be agreed.

2.3 That the Human Resources Manager be authorised to make all necessary arrangements for the interview and appointment of the selected candidates along with any other administrative matters associated with the appointment.

3.0 BACKGROUND

3.1 Committee received a report on 11 September 2007, outlining a way forward in relation to the above appointment. It was agreed to proceed with the appointment on the basis of appointing Gatenby Sanderson to undertake a partial executive search exercise, up to the longlisting stage.

- 3.2 Committee also agreed a suggested timetable for the appointment, together with an advertisement, job description, person specification, costings, candidate information pack and advertising schedule which was to be agreed with the recruitment consultants.
- 3.3 Committee also authorised the Human Resources Manager to seek a reduction in the executive search quotation, due to the considerable amount of work that had already been undertaken. As a result the Human Resources Manager took the appropriate action and a saving of approximately £400 was secured in advertising costs from the original quotation. In addition, a reduction in the consultant's fees of £1,000 was also agreed for this exercise.
- 3.4 The Human Resources Manager also took up formal references from other Councils who had recently worked with Gatenby Sanderson. Three references have been received and all were more than satisfactory. For Committee's information references were received from
- Boston Borough Council
 - Bassetlaw District Council
 - Stockport Metropolitan Borough Council

These references are available for viewing, upon request.

- 3.5 Committee previously agreed some parameters that have been worked on as potential interview arrangements they would wish to see. It was agreed no testing of candidates should be used on the day, but instead a short presentation be made on an agreed subject to the Interview Panel followed by a formal interview.

4.0 CURRENT POSITION

- 4.1 A timetable for the longlisting process has been agreed with Gatenby Sanderson in accordance with Committee wishes to co-incide with this Committee.
- 4.2 Briefly, the closing date was 19 October and position reports on the appointment were received on 24 October. A meeting takes place on 29 October with the Council officers to discuss the applications received, then a longlist will be prepared by Gatenby Sanderson and sent to the Council on 31 October.
- 4.3 The Deputy Chief Executive and the Human Resources Manager will sift the recommended longlist and consider the consultant's recommendations. They will then bring forward to the Committee on 1 November a potential shortlist for Committee's consideration. The paperwork for this shortlisting exercise will be issued to Committee on that evening, due to the tight deadlines involved.
- 4.4 An interview date of 28 November has been agreed in advance in order to allow time to gather references and make arrangements for the interviews.

5.0 MATTERS FOR CONSIDERATION

- 5.1 Attached at Appendix A to the report are the proposed arrangements for the interview which will require Committee's consideration and agreement. Committee will need to consider the suggested venue, timetable, topic for presentations and interview details. The Human Resources Manager will then arrange all interviews based on Committee's wishes.
- 5.2 In relation to questions for the interview, it is proposed that the Deputy Chief Executive and Human Resources Manager draw up suitable suggested questions for Committee's agreement prior to the commencement of the interviews, and these are agreed and allocated on the interview day i.e. 9.00am. Members may also wish to bring forward suggestions for questions on the day.
- 5.3 It is suggested that Committee reach a decision on the day of the interviews and select a candidate that meets all essential criteria in the person specification. If suitable candidates exist, a reserve candidate should also be selected if possible, in the event of a candidate refusing the appointment.
- 5.4 References will be available from the Human Resources Manager for all candidates to be interviewed. The best practice is, once a suitable candidate has been selected by the Committee, references for that candidate will then be available for Committee's information, to confirm their suitability for appointment.

6.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 6.1 The costs of this exercise have previously been agreed by Committee, subject to the negotiation of a reduction in consultancy costs, which is reported earlier in this report. The costs incurred so far are as follows:

Advertising Costs	£8,858 (plus VAT)
Consultancy Fees	£9,000 (plus VAT, plus expenses)

Therefore, in total the external additional costs incurred will be in the region of £18-19,000 (plus VAT).

- 6.2 As noted by Committee, previously the cost associated with this appointment can be met from savings within the Regeneration and Estates staffing budget.

7.0 RISK ASSESSMENT

- 7.1 Your officers have followed your instruction in respect of recruitment to this post and it is hoped that a high calibre appointment can be made. At the time of preparing this report it was not possible to predict whether suitable applications will be received.

8.0 CONCLUSIONS

- 8.1 The additional work undertaken in conjunction with the consultants and the proposals enclosed for the appointment to the post should allow Committee to agree a way forward.

Background Documents

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this Report.

Equality Impact Assessment

There is no evidence from an initial assessment of an adverse impact on equality in relation to the equality target groups.

Appendices

Appendix A: Interview Arrangements

APPOINTMENT OF EXECUTIVE MANAGER REGENERATION AND ESTATES

INTERVIEW ARRANGEMENTS

Date: 28 November 2007

Venue: Investment Centre

Interview Panel: Chief Officers Committee with Deputy Chief Executive and Human Resources Manager

Time 09:00

Panel Preparation

Consideration, agreement and allocation of questions

Interviews (1 hour per candidate):

10:00 – Candidate 1	14:00 – Candidate 4
11:00 – Candidate 2	15:00 – Candidate 5
12:00 – Candidate 3	16:00 – Candidate 6
13:00 – Lunch	17:00 – DECISION – preferred candidate and reserve

Tour of the investment Centre (30 mins)

09:10 Candidate 1	13:10 Candidate 4
10:10 Candidate 2	14:10 Candidate 5
11:10 Candidate 3	15:10 Candidate 6
12:00 Lunch for Candidates 3 & 4 *	

*Separate from the interview panel

INTERVIEW DETAILS:

One hour interview and presentation:

General introductions, establish rapport

10 minutes - oral presentation by candidate with no aides or handouts:

TOPIC: *The role of external funding in securing economic development and regeneration objectives*

5 minutes - questions from Interview Panel through the Chair and Deputy Chief Executive on presentation

30 minutes - technical/managerial questions from interview panel

5 minutes – questions from candidate

5 Minutes – sum up, explain what happens next – anticipate offer being made on the day.

5 minutes – members complete assessment sheets for each candidate