



## **AGENDA ITEM: 6**

**CHIEF OFFICERS COMMITTEE:  
1 NOVEMBER 2007**

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**Report of:** Human Resources Manager

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

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

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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.

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### **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.

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### **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