

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.

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- CHAIRMAN -