

Report Title: **Member Nominations for the Recruitment & Selection Process for two Assistant Director level posts**

Forward Plan reference number (if applicable):

Report of: **Acting Head of HR**

Wards(s) affected: **n/a**

Report for: **Non Key Decision**

**1. Purpose**

1.1 To nominate two members of the General Purposes Committee to take part in each of the recruitment and selection process for the appointment of the Assistant Director (Strategic and Community Housing Services) and the Assistant Director (Access and Customer Focus).

**2. Recommendations**

2.1 To nominate two members from General Purposes Committee to take part in the recruitment and selection process for each Assistant Director post



Report Authorised by:

Asst. Chief Executive – People & OD

Contact Officer: **Carole Engwell, Recruitment & Retention Manager**

**3. Director of Finance Comments**

4.1 The Director of Finance has been consulted and has no comment to make.

**4. Head of Legal Services Comments**

5.1 The Head of Legal Services comments that the process of appointment of the two posts of Assistant Director is a non-executive function which is covered by statutory

provisions. These statutory provisions are met by the recommendations set out in this report which mirror Section K2 of the Council's Constitution.

## **5. Local Government (Access to Information) Act 1985**

5.1 n/a

5.2

## **6. Strategic Implications**

6.1 Both of the Assistant Director posts are responsible for managing key areas of the council and both posts are critical to ensuring that key council services are delivered to a high standard.

## **7. Financial Implications**

7.1 The Director of Finance has been consulted and has no comment to make.

## **8. Legal Implications**

9.1 See section 5.1

## **9. Equalities Implications**

10.1 Both of the executive search agents which have been retained have been briefed to ensure that both the search exercise and the advertisement take proper account of the need to be inclusive.

## **10. Background**

10.1 The Assistant Director for Strategic and Community Housing Services reports directly to the Director of Urban Environment. The postholder will manage a division which includes the areas of Housing Strategy & Performance, Housing Needs & Strategy, Housing Supply & Temporary Accommodation and Housing Finance.

10.2 Gatenby Sanderson have been retained to assist with attracting applicants to the post. A press advertisement is due to appear during w/c 14<sup>th</sup> May 2007 and an executive search exercise will begin also. A provisional date for shortlisting has been set for 2<sup>nd</sup> July with final interviews being arranged for 17<sup>th</sup> July.

10.3 The Assistant Director for Access and Customer Focus reports directly to the Director of Corporate Resources. The postholder will be responsible for the management and delivery of the Council's ICT and customer services areas.

10.4 Tribal Resourcing have been retained to assist with attracting applicants to the post and for conducting an executive search exercise.

10.5 The recruitment timetable has not yet been set but it is anticipated that final interviews will be held towards the end of July.

## **11. Conclusion**

The constitution adopted by the Council in May 2002 requires that appointments to chief officer and deputy chief officer posts be a non-Executive function carried out via the General Purposes Committee. Two nominations are therefore required for each of the recruitment processes outlined above.

## **12. Use of Appendices / Tables / Photographs**

12.1 None.