

Report Title: **Member Nominations for the Recruitment & Selection Process for the posts of Assistant Chief Executive (Policy, Performance, Partnerships and Communication) and Head of Communications**

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 Chief Executive and Head of Communications.

**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

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**3. Local Government (Access to Information) Act 1985**

3.1 n/a

3.2

#### **4. Strategic Implications**

4.1 Both of the posts are responsible for managing key areas of the council. The Assistant Chief Executive post manages a wide range of areas which are key to ensuring performance improvement and achieving excellence. The Head of Communications post is vital in ensuring high level external and internal communications are handled efficiently and that the message of the council is circulated as widely as possible.

#### **5. Financial Implications**

There are no financial implications from this proposal. Recruitment costs are contained within existing budgeted cash limits.

#### **6. Legal Implications**

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.

#### **7. Equalities Implications**

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.

#### **8. Background**

The existing Assistant Chief Executive post was created earlier this year following the council reshaping exercise. The post was filled following an internal ringfence process and is now vacant.

The post of Head of Communications is a key post within the area of Policy, Performance, Partnerships & Communication and has a major role to play in ensuring that the council's has an effective communications strategy in place.

The outline recruitment timetable for the Assistant Chief Executive post is that longlisting will take place during the week beginning 2<sup>nd</sup> July with final interviews being held during the week beginning 16<sup>th</sup> July.

The selection of the executive search agency for the post of Head of Communications has not yet been finalised but we anticipate that the same timescale will be followed for this post.

The tight timeframe is necessary in order to ensure that candidates are available for interview before the main August holiday period begins.

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

9.1 None.