

**[Name of Meeting]****On [Date]**

Report Title: **Appointment to two vacant posts of Assistant Director in the Directorate of Adult, Culture & Community Services**

Forward Plan reference number (if applicable): **[add reference]**

Report of: **Acting Head of Human Resources**

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

Report for: **Non-Key Decision**

### 1. Purpose

1.1 To brief Members about the arrangements for recruiting to the post of Assistant Director for Adult Services

1.2 To receive the nominations of two Members who will be able to take part in the recruitment process.

### 2. Introduction by Executive Member (if necessary)

2.1 [click here to type]

### 3. Recommendations

3.1 To agree the appointment panel

3.2 To note the arrangements for recruitment

Report Authorised by: **Assistant Chief Executive, People and Organisational Development**

Contact Officer: **Steve Davies, Acting Head of Human Resources (ext. 3172)**

### 4. Director of Finance Comments

4.1 The director of finance has been consulted in the production of this report and notes that costs associated with recruitment and advertising noted in section 8.1 will need to be met from within AC&CS.

## **5. Head of Legal Services Comments**

5.1 The Head of Legal Services comments that the process of appointment of the post 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 K4 of the Council's Constitution.

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

6.1

## **7. Strategic Implications**

7.1 The Council has appointed Gatenby Sanderson as the Search and Selection agency for the vacancy, which has a key strategic role in the newly formed Directorate and which is responsible for managing key areas of the Directorate. .

7.2 The role of Assistant Director for Adult Services is a replacement for the current postholder who will be retiring in October. The role has a wide remit covering the key areas of mental health, physical and learning disabilities, home, residential and day care, substance abuse and assessment. The postholder will have a vital role to play in ensuring efficient management and delivery of these front line services.

7.3 The postholder will be on the management team and will take responsibility for the effective delivery of services.

## **8. Financial Implications**

8.1 The Search and Selection agency will charge £17,160 for the recruitment, advertising and assessment reports would be in addition to this. A decision relating to the type of assessment reports required will be taken later in the process and the advert to be used will be decided nearer the time of publication.

8.2 The post of Assistant Director Adult Services is a replacement for an existing post and will incur no additional salary costs as the post and budget already exists. .

## **9. Legal Implications**

9.1 See section 5.1 above.

## **10. Equalities Implications**

10.1 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

## **11. Consultation**

11.1

## **12. Background**

12.1 The following timetable has been agreed with the Director of Adult, Culture & Community Services and with the search agency. Member nominations are required for the posts to take part in the shortlisting and final interviews.

12.2 The timetable will be as follows:

|  |                          |
|--|--------------------------|
| Advertisement closing date                       | 11 September             |
| Longlisting by the agency                        | 14 September             |
| Preliminary interviews (conducted by the agency) | 17 September             |
| <b>Shortlist discussion with member panel</b>    | <b>5 October</b>         |
| <b>Member panel interview</b>                    | <b>15 or 16 October)</b> |

### 13. Conclusion

13.1 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. One member nomination is therefore required for each of the recruitment processes outlined above.