

INTERVIEW PROCEDURE FOR THE APPOINTMENT OF THE CHIEF OFFICER PEOPLE & PLACES

Appointments Committee - 30 October 2019

Report of Chief Executive

Status For Decision

Key Decision No

Contact Officers Pav Ramewal, Ext. 7298

Graeme Taylor, Ext. 7169

Recommendations to Appointments Committee that

- (a) a Working Group of three members of the Appointments Committee and the Chief Executive is appointed to undertake detailed interviews of each candidate and to feedback the outcome of their assessment of the candidates to the Committee;
- (b) authority is delegated to the Chief Executive to assess each candidate on their suitability for the role in relation to working effectively with partners and officers and to feedback the outcome of those assessments of the candidates to the Committee; and
- (c) the job description, person specification and candidate information at Appendices B to E are noted.

Reason for recommendation: To ensure members of the Appointments Committee are appropriately informed on the candidates attending interview and select and approve the working group for the detailed interview.

Introduction and Background

- 1 At the meeting of Council on 23 July Members approved the restructure of the Council's Strategic Management Team. In approving this restructure the post of Chief Officer People & Places was created.
- 2 The advertisement of the new post started on 2 September and applications for the post closed on the morning of Monday 7 October.
- 3 A total of 36 applications were received. With a view to ensuring the four strongest candidates were shortlisted for the Appointments Committee each application was evaluated against the criteria for the post. This identified

nine candidates that met the threshold score, and as a result an initial long-list assessment was undertaken.

- 4 Following that assessment, the four strongest candidates will be interviewed by the Appointments Committee.

Interview process & working group

- 5 The interview process for the Chief Officer People & Places will take place on Wednesday 30 October. The Appointments Committee will receive a presentation from each candidate. The presentation would last for approximately 15 minutes. At the close of the presentation a further 30 minutes would be allowed for Members to ask questions of the candidate. The Chief Executive will be present and the HR Manager would be available to provide professional advice and provide support to ensure that each candidate is assessed consistently against agreed criteria.
- 6 To ensure each of the candidates are assessed thoroughly for the role of Chief Officer People & Places, Members are recommended to approve a working group to undertake a detailed interview of each candidate that will feedback to the Appointments Committee to enable them to make a decision on the appointment of the candidate.
- 7 It is proposed that a working group of three Members is created to undertake a detailed interview of each candidate. The detailed interview is proposed to last no longer than one hour. The Chief Executive would join the working group and the HR Manager would attend to provide professional advice and take notes to enable each candidate to be assessed consistently against agreed criteria. Members of the detailed interview working group would feedback their findings to the Appointments Committee to inform the decision on the appointment of a candidate.
- 8 The Appointments Committee is also recommended to delegate authority to the Chief Executive to arrange for each candidate to be tested on their suitability for the role in relation to working effectively with partners and officers. In delegating this authority it would be a requirement of the Chief Executive to report back to the Appointments Committee on the assessment of the candidates to help inform Member's decision on the appointment.

Candidates

- 9 The Appointments Committee will assess four candidates for the role of Chief Officer People & Places.
- 10 Provided at Appendix A to this report is a copy of the job description and person specification for this role.
- 11 Provided at Appendices B to E are copies of the applications and CV's of each of the candidates. Members will note that this information is confidential and exempt.

Other Options Considered and/or Rejected

- 12 None. It is a requirement of the Constitution for Members to interview and appoint to the post of Chief Officer.

Key Implications

Financial

- 13 None. The costs for the post of Chief Officer People & Places will be met from within existing budgets.

Legal Implications and Risk Assessment Statement

- 14 It is a requirement of the Constitution for Members to interview and appoint to the post of Chief Officer.

Equality Assessment

- 15 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

Conclusions

- 16 It is a requirement of the Constitution for members of this Committee to interview and appoint to the role of Chief Officer, and this report sets out the details of candidates and the interview process that is proposed to be adopted for the role of Chief Officer People & Places.
- 17 Members are recommended to approve the interview process, note the details provided of each candidate and the job role and approve a Member working group and a delegation to the Chief Executive to provide support with the interview process.

Appendices

Appendix A - Job Description & Person Specification
Appendix B - Exempt - Candidate 1 - Application and CV
Appendix C - Exempt - Candidate 2 - Application and CV
Appendix D - Exempt - Candidate 3 - Application and CV
Appendix E - Exempt - Candidate 4 - Application and CV

Background Papers

None.

Dr Pav Ramewal
Chief Executive