

Committee: Appointments Committee

Date: 16th January 2023

Wards: All

Subject: Senior Executive Recruitment – Executive Director, Environment, Civic Pride & Climate

Lead officer: Liz Hammond, Interim Head of HR

Lead member: Chair of Appointments Committee and Leader of the Council

Contact officer: Caroline Ramsey, Recruitment Manager

Recommendations:

- A. To carry out interviews of the candidates listed in paragraph 2.6 and to appoint the most suitable person for the post of:
- 1) Executive Director, Environment, Civic Pride & Climate
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1 PURPOSE OF REPORT AND EXECUTIVE SUMMARY

The purpose of this report is to ask the Committee to carry out interviews of the candidates listed in paragraph 2.6 and to appoint the most suitable for the post being interviewed of Executive Director, Environment, Civic Pride & Climate

2 DETAILS

- 2.1. Starfish were the appointed executive search agent who have carried out the search for the position being recruited to.
- 2.2. An initial briefing meeting took place following which an advert and editorial appeared in the MJ on 20th October and a subsequent search period ensued until the search and advert closed on 18th November 2022.
- 2.3. A number of applications were received for the role, following which Starfish carried out an initial sift, rating the candidates from a) recommended, b) marginal and c) not recommended
- 2.4. A longlist meeting between the Chief Executive, Leader of the Council, the HR representative and the executive search agent took place on 28th November 2022 where the candidates were discussed and a decision taken as to which candidates were put forward for a preliminary interview with an agreed technical assessor.
- 2.5. Starfish undertook preliminary interviews with the agreed technical assessors between the 5th and 13th December 2022 upon which the technical assessor wrote a report on each candidate, and again candidates were rated as a) recommended, b) marginal and c) not recommended.
- 2.6. A shortlist meeting between the Chief Executive, Leader of the Council, the HR representative, the relevant REN group representative and the executive search agent took place on 16th December 2022 at which it was decided which of the recommended and marginal candidates would be invited to

attend final panel interviews. 6 candidates were longlisted for the role and 4 were shortlisted.

- 2.7. External stakeholder interviews are taking place on Friday 6th January 2023 to allow the Council's key stakeholders to meet the candidates who have been invited to attend final interviews.
- 2.8. Internal stakeholder interviews are taking place on Monday 9th January 2023 to allow for representative from the Council's leadership group to meet the candidates who have been invited to attend final interviews.
- 2.9. Colleagues from the Race Equality Network Group will also attend each of the final panels.
- 2.10. Final member panel interviews will then take place week commencing 9th January 2023.

3 ALTERNATIVE OPTIONS

- 3.1. To not recruit to the position, which will leave the position not permanently covered and therefore the Council can not proceed with its proposed ambitions.

4 CONSULTATION UNDERTAKEN OR PROPOSED

- 4.1. None

5 TIMETABLE

- 5.1. Final panel interviews are then taking place throughout the week commencing 9th January 2023 as follows in the table below.

External stakeholder interviews	Friday 6 th January 2023
Internal stakeholder interviews	Monday 9 th January 2023
Executive Director, Environment, Civic Pride & Climate	Monday 16 th January 2023

6 FINANCIAL, RESOURCE AND PROPERTY IMPLICATIONS

- 6.1. None

7 LEGAL AND STATUTORY IMPLICATIONS

Such an appointment shall not be made by the appointer until a) the appointer has notified the Proper Officer of the name of the person to whom the appointor wishes to make the offer and any other particulars which the appointor considers are relevant to the appointment; b) the Proper Officer has notified every member of the Cabinet of the authority of – (i) the name of the person to whom the appointor wishes to make the offer; (ii) any other particulars relevant to the appointment; and (iii) the period within which any objection to the making of the offer is to be made by the Leader on behalf of the Cabinet to the Proper Officer.

8 HUMAN RIGHTS, EQUALITIES AND COMMUNITY COHESION IMPLICATIONS

- 8.1. None

9 CRIME AND DISORDER IMPLICATIONS

9.1. None

10 RISK MANAGEMENT AND HEALTH AND SAFETY IMPLICATIONS

10.1. None

11 APPENDICES – THE FOLLOWING DOCUMENTS ARE TO BE PUBLISHED WITH THIS REPORT AND FORM PART OF THE REPORT

- Candidate Information Packs (To Follow) - Exempt

12 BACKGROUND PAPERS

12.1. None

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