

CHIEF EXECUTIVE RECRUITMENT SUB-COMMITTEE

Recruitment Information Pack and Advertisement 11 December 2015

Report of Chief Executive

PURPOSE OF REPORT

To consider the content and wording of the recruitment information pack and advertisement for the post of Chief Executive.

This report is public

RECOMMENDATION

- (1) To consider and approve the content and wording of the recruitment information pack and advertisement for the post of Chief Executive.**

1.0 Introduction

- 1.1 The Chief Executive Recruitment Committee met for the first time on 23 November 2015 and one of the things the Committee resolved was:

“That a sub-committee of seven members, on a proportional representation basis, be established to agree the content of the recruitment information pack.”

This sub-committee has therefore been established for that reason by the full committee.

2.0 Proposal Details

- 2.1 A draft information pack and wording for an advertisement will be circulated to sub-committee members before the meeting, for consideration.
- 2.2 The job description, person specification and process timeline will form an important part of the information for potential applicants and those documents should already have been considered and agreed by the full committee at its meeting on 8 December 2015.

3.0 Conclusion

- 3.1 Members are asked to consider and agree the content for the pack and the wording of the advertisement at this meeting.

CONCLUSION OF IMPACT ASSESSMENT

(including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)

LEGAL IMPLICATIONS

None as a direct result of this report.

FINANCIAL IMPLICATIONS

None as a direct result of this report.

OTHER RESOURCE IMPLICATIONS**Human Resources:**

The recruitment process will be handled in line with Council Policy and Procedures and all legislative requirements.

Information Services:

None.

Property:

None.

Open Spaces:

None.

DEPUTY SECTION 151 OFFICER'S COMMENTS

The Deputy Section 151 Officer has been consulted and has no further comments.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no further comments.

BACKGROUND PAPERS

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