

INTERVIEW PROCESS FOR HEADS OF SERVICE POSTS

1 SUMMARY

- 1.1 This report proposes an interview process in connection with appointments to the Head of Environment and Head of Community Services posts.

2 DETAILED CONSIDERATIONS

- 2.1 With the posts of Head of Environment and Head of Community Services having been advertised, it is now appropriate to agree the process in respect of Member involvement in the recruitment exercise.
- 2.2 As with the higher management posts filled earlier in the year, the intention is to have a Member Interview Panel, followed by a presentation to all Members in the Council Chamber. The Member Panel will then reconvene to make its final decision. The interview process for each post will be treated as a discreet exercise in its own right. The intention is for the Member interview and presentation process to take place in September, with the dates of 14th and 20th under particular consideration given the diary commitments for the remainder of the month.
- 2.3 As happened last time, it is considered that the Member Interview Panel should comprise the Members that make up the Chief Executive's Appraisal Panel; namely, the Leader of the Council, the Chairman of the Review Committee and the Leader of the Liberal Democrat Group, as a representative of the only minority party on the Council (last time there were two minority party leaders represented).
- 2.4 However, unlike on the last occasion, it is suggested that the Chairman of Community Services be appointed to the Interview Panel in respect of the Head of Community Services Post and the Chairman of Environmental Services be appointed to the Interview Panel in respect of the Head of Environment post.

3 RECOMMENDATION

It is proposed that the Council **RESOLVES** to agree to the process and composition of the Member Interview Panels in respect of the appointments to the Head of Environment and Head of Community Service posts.

Paul Warren
Chief Executive

Background Papers:-

None

For further information please contact Paul Warren on:-

Tel:- 01702 318199
E-Mail:- paul.warren@rochford.gov.uk