

SUPPLEMENTARY PAPERS

JOINT STAFF COMMITTEE Guildhall, Abingdon Friday, 18th July, 2008 at 4.15 pm.

Open to the Public including the Press

8. **Appointment of Recruitment Consultants** (Pages 2 - 3)
To consider reports.
9. **Recruitment Timetable** (Pages 4 - 6)
To consider the Recruitment Timetable.



Joint Staffing Committee Report

Joint Report of Head of Human Resources & Facilities – South Oxfordshire

Human Resources Manager – Vale of White Horse

To: Joint Staffing Committee

DATE: 18 July 2008

AGENDA ITEM NO

Appointment of Recruitment Consultants

RECOMMENDATION

1. To appoint one of the three recruitment consultancies interviewed to be the 'lead consultants' for the appointment of Joint Chief Executive.

Purpose of Report

1. To invite the Joint Staffing Committee (JSC) to appoint a 'lead consultant' for the appointment of Joint Chief Executive.

Background

2. Five leading recruitment consultants were invited to submit a proposal to assist with the recruitment of the Joint Chief Executive. Four proposals were received, of which three were selected for interview by a joint panel of members.
3. Interviews commenced on Wednesday 9 July, with the two remaining being held on Friday 18 July. The JSC is asked to agree and appoint the 'lead consultants'.

Financial Implications

4. All submissions are within the funding identified for this process in the 'shared senior management team' report to both councils.



Joint Staffing Committee Report

Joint Report of Head of Human Resources & Facilities – South Oxfordshire

Human Resources Manager – Vale of White Horse

To: Joint Staffing Committee

DATE: 18 July 2008

AGENDA ITEM NO

Recruitment Timetable

RECOMMENDATION

1. The joint committee agrees the draft recruitment timetable.

Purpose of Report

1. To invite the Joint Staffing Committee (JSC) to comment on and agree a draft recruitment timetable.

Background

2. The 'shared senior management team' report to both councils outlined the timetable for recruiting to the new management structure. This included appointing the new Chief Executive by late August. It is recognised that this requires a tight schedule. The attached appendix identifies the key stages. These are however indicative at present, pending further discussions with the appointed recruitment consultants.
3. The JSC is asked to comment on and agree the draft timetable.

Draft recruitment timetable for joint chief executive vacancy

4 July	Shortlist Recruitment Consultants
7 → 18 July	Interview shortlisted consultants
18 July	Joint Staffing Committee (JSC) appoint 'lead consultants'
21 July → 1 August	'Lead consultants' undertake initial discussions with councillors and draft detailed recruitment process; job description and person specification
4 → 18 August	JSC agrees CE terms and conditions of employment; the recruitment process, as agreed with 'lead consultants'; job description and person specification
13 → 18 August	Applicants meet 'lead consultant'
19 → 22 August	Applications received
26 → 29 August	Panel Interviews and Assessment Centre
1 → 2 September	Both councils' monitoring officers confirm the selection process to have been 'fair'
1 → 2 September	Appointment of Chief Executive confirmed by both councils
3 → 17 September	Redundancy notice to unsuccessful candidate with 'right of appeal' served

Note: This is an indicative timetable, which will need to be discussed with the 'lead consultant'. This may therefore change in content, process and timings. The aim however will be to appoint by the end of August