



Personnel Committee

Date: **Monday 2 December 2013**

Time: **2.00 pm**

Venue: **Room 519, 5th Floor, County Hall, Norwich**

Supplementary Agenda

Membership

Mr B Borrett
Mr T Coke
Mr C Jordan
Mr G Nobbs (Chairman)
Dr M Strong

5. **Update on the Process for Recruitment to the Role of Chief Executive** (Page A3)

Report by Acting Head of Human Resources

This report was identified on the agenda as exempt, however, it is now presented as an open document for public release.

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Head of Democratic Services
Despatched : 29 November 2013

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Personnel Committee

2 December 2013

Item No 5

Update on the process for recruitment to the role of Chief Executive

Report by Acting Head of HR

- Personnel Committee is requested to confirm the members of the appointment panel for this role
- Members are asked to consider a draft timetable for the recruitment process.
- Members will discuss their aspirations for the role to inform the search process carried out by Hamish Davidson
- Cllr Richard Bearman, as leader of the Green group, is invited to attend in order to participate in this discussion.

1. Background

- 1.1 At the Personnel Committee on 22nd November, 2013 the Committee agreed on the approach to be adopted by the recruitment consultant, Davidson Partners, to the recruitment of the role of Chief Executive.
- 1.2 At the meeting of the County Council on 25th November, the recommendations to the Cabinet of 4th November were agreed.

2. Current Context

- 2.1 It is the role of the Personnel Committee to appoint the members of the Appointment panel.
- 2.2 It is recommended that Personnel Committee itself, as currently constituted, is the appropriate panel, but members may wish to discuss this.

3. Process to recruit Chief Executive

- 3.1 Hamish Davidson will attend the meeting to discuss with members a draft timetable for the process. This is attached at Appendix A. He will also discuss his intended approach during the recruitment process, including the role for other County Councillors, and external stakeholders.
- 3.2 Hamish Davidson will gather from members their aspirations for the role during the meeting. These views will help inform his search process.

- 3.3 Cllr Bearman is also invited to participate in this discussion as leader of the Green group.

4. Financial implications

- 4.1. There are no financial implications of this report.

5. Other resource issues

- 5.1 Internal HR support to the recruitment process in conjunction with external search consultants to be contained within existing HR resources.

6. Crime and Disorder

- 6.1. No implications.

7. Equalities

- 7.1. No implications.

8. Recommendation

- 8.1 Recommendation: to confirm the current members of Personnel Committee as the Appointment Panel for the recruitment to role of Chief Executive.

Officer Contact

If you have any questions about matters contained in this paper please get in touch with:

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Initial draft timetable: Norfolk Chief Executive

Ad appears:

MJ Wed 18th December
Guardian Wed 18th December

Closing date: Monday 20th January

Longlisting: Thursday, 30th January

Preliminary interviews Week of 03 February

Shortlisting Friday 14th February

Additional assessment Week of 17th February

Final panel process 27/28 February or 03/04 March