

Appendix 2

Senior Management Recruitment

Checklist

- Group Leaders to consider experience/suitability of proposed appointments to recruitment/appointment committee
- Appoint members to the Recruitment/Appointment Committee
- Terms of Reference – what responsibilities is the Committee to have?
 - Procurement of recruitment consultants, including the brief
 - Content of Job Description and Person Specification
 - Terms and conditions
 - Recruitment advert content, publication and how
 - Agree the Shortlist
 - Agree the Long list
 - Choice of venue for assessment centre/interviews
 - Content of assessment centre
 - Involvement in negotiations with the successful candidate regarding the determination of terms and conditions to make the appointment
 - Recommending an appointment to Council for non statutory roles
 - Making an appointment under delegated powers
- Frequency of reports (could be determined by key milestones within the process)
- Timescales
- Officer Support – who will support the Appointment Panel
- Who will provide legal advice?
- Establish a budget
- Agree who will be the 'Proper Officer' for Cabinet liaison purposes

Once these issues have been agreed a work programme will be developed for the Appointment Committee