

TO: EMPLOYMENT COMMITTEE - 25th MAY 2004
SUBJECT: A GUIDE TO SENIOR MANAGER RECRUITMENT FOR ELECTED MEMBERS
FROM: CORPORATE PERSONNEL SERVICES

1. PURPOSE OF REPORT

- 1.1 To present to the Committee the proposed content for the Members Guide to Recruiting Senior Mangers.

2. BACKGROUND

- 2.1 At the meeting of 4th February 2004 the Committee decided that a guide to senior manager recruitment would be useful, especially for those Members who may act as substitutes.

3. PROCEDURE

- 3.1 This report presents the content of such a guide for Members comments.
3.2 The guide will be published in booklet form for Members and also on the intranet as a web based guide.

3. POLICY AND BUDGET FRAMEWORK

- 3.1 The guide supports the policy framework for recruitment.

4. RECOMMENDATIONS

- 4.1 The Committee considers the content of the guide and approves it for publication.

Karen Pearce
Assistant Chief Executive (Personnel)

BACKGROUND PAPERS

Constitution: Recruitment and Selection Policy and Procedure

Areas in District Affected: None **Key Decision:** No

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