

RECRUITMENT FOR THE POST OF CHIEF EXECUTIVE

Summary: Arrangements for the recruitment of the post of Chief Executive / Director.

Recommendation: To note the recruitment process and timetable for the post of Chief Executive.

Office Ref: Martin Lane, Director

General Update

1. The Chairman, Vice-Chair and Director have confirmed the process and timetable for the recruitment of a new Chief Executive for the Conservation Board. The arrangements are as follows:-

- **Revised role description and grading:** Role description reviewed and updated. Publica (the Board's HR advisers) and SW Employers have appraised and advised on the grading of the post and its associated salary.
- **Personnel adviser support:** The Board invited 6 external advisers/consultancies to submit bids against the same specification. Following a review of costs, experience and processes offered William Pringle at Brewer Partners was appointed to lead the recruitment process; advertising, head hunting and support for the interview panel.
- **Interview panel:** The panel will comprise Liz Eyre, Chairman, (Local Authority Appointee), Brendan McCarthy, Vice-Chair (Secretary of State Appointee) and John Matthews, (Parish Appointee). The panel offers a range of local authority, parish and Secretary of State Appointees; professional backgrounds and experience and geographic spread across the AONB.

- **Recruitment timetable:**

24 th May:	Role advertised on line, (via Berwick Partners, The Guardian and Board's website)
28 th June:	Closing date
4 th July:	Agree long list of candidates with interview panel
17 th July:	Agree shortlist with interview panel
30 th July:	Candidates have the opportunity to meet the director/ team
31 st July:	Interviews
W/C 5 th August:	Advise Board on appointment and seek endorsement, Advise Defra on appointment and seek agreement, Take up references of successful candidate, Draft contract.

Supporting Paper(s):

None.