

Item:

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Report to Partnership Meeting of 15 June 2012

PARTNERSHIP

Arrangements for Appointment of the new Partnership Director

SUMMARY

The Report provides the Board with details of the proposed arrangements for employment of a new Partnership Director.

DETAIL

The Partnership Director has previously informed Board Members of his intention to retire at the end of November 2012 and will formally write to the new Chair in this regard following the Board Meeting.

A process now has to be put in place to attract candidates for the post and the appointment of a new Partnership Director.

The advertisement for the post, enclosed as Appendix 1, will on 19 June 2012 be placed on the HITRANS, Member Councils websites, and the 'myjobscotland' website on which all public sector posts in Scotland are advertised. In addition a banner notification will be placed in the Scotsman newspaper referring prospective candidates to the 'myjobscotland' website. Prospective applicants will be provided with access to the Job Description, Person Specification, and Application Form. All contact and access to documentation regarding applications will be dealt with through our HR support at Comhairle nan Eilean Siar in Stornoway. The closing date for applications will be Monday 16 July 2012.

Shortleeting of the applicants will take place by the end of the week beginning 16th July 2012, this task being undertaken by the Chair and Vice Chair, supported by the Partnership's HR Advisor from the Comhairle and the Partnership Director.

The Interview Panel for filling of the post based on consideration of the Shortleeted Applicants will be the Partnership Members, with the interview process being supported by the Partnership's HR Advisor from the Comhairle and the Partnership Director.

Interviews will take place on 3 August 2012, preceded by the Shortleeted Applicants attending a dinner with the Interview Panel on the evening of 2 August.

The interview will consist of each candidate being invited to make a 10 minute unaided presentation on a set subject, followed by 35 minutes of questioning by the Interviewing Panel.

It is anticipated an offer will be made to one of the candidates by 7 August, with a view to the appointment being taken up not later than Monday 5 November. This will facilitate a 4 week take over period before the current Director retires on 30 November.

RECOMMENDATIONS

The Partnership is asked to agree to the proposals included within the Report regarding the process for appointment of a new Partnership Director, and confirm the interview period of the evening of 2 August 2012 and all day on 3 August 2012 is convenient.

Risk	impact	comment
RTS delivery	√	The Partnership Director has a key role in supporting the Board in enabling optimum delivery of the RTS
Policy	-	
Financial	√	Funding for the post is included within the Revenue Budget
Equality	√	The opportunity is available for candidates to apply irrespective of age, disability, gender reassignment, marital and civil partnership status, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Report by: Dave Duthie
Designation: Partnership Director
Date: 4 June 2012