

## SUCCESSION PLANNING OF EMERGENCY PLANNING MANAGER

1. The succession planning of the Emergency Planning Manager has been agreed by both councils and is taking place in accordance with the following programme:

- (a) **Recruitment.** The advertisement for this post has been placed on both the Rotherham and Sheffield websites; the local Government Agency website, the Emergency Planning Society website and the Yorkshire Post (both newspaper and website). The closing date for applications was 11 December. An update confirming the number of applications received will be confirmed at the Shared Service Joint Committee Meeting.
- (b) **Shortlisting.** The shortlisting panel consisting of Ian Smith, Asset Management, Rotherham MBC; Alistair Griggs, Director of Modern Governance, Sheffield City Council; Alan Matthews, Shared Service Emergency Planning Manager together with a representative from Rotherham MBC Human Resources will meet on Thursday 15 December 2011. From all the applications received a short list of acceptable applicants, who meet the essential criteria, will be produced and notified for interview.
- (c) **Interviews.** Interviews for all successful applications will take place on Thursday 5 January 2012 and an additional date may also be allocated if the number of successful applicants cannot be interviewed during this allocated time. If a successful applicant is found then he/she will be appointed within 24 hours of the last interview taking place.
- (d) **Appointment.** It is envisaged that the new appointment will be in post prior to the departure of the existing Emergency Planning Manager on 14 February 2012.

## 2. Recommendation

**That the Joint Committee note and agree the succession planning for the Emergency Planning Manager's post.**