



# ENTERTAINMENTS MANAGER APPOINTMENT

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TOWN COUNCIL MEETING

14 JUNE 2010

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The purpose of this Report is to advise Members of the details of the recruitment and selection process for the new post of Entertainments Manager and the outcome from it.

**No. DETAIL**

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**1) BACKGROUND**

- a) The Annual Town Council meeting of 17 May resolved to postpone the appointment of a General Manager for the Winter Gardens in order to use the budgeted funding of the post to establish the new temporary post of Entertainments Manager.
  - b) It was further resolved to start an appropriate recruitment and selection process immediately.
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**2) PROCESS**

- a) The post was advertised in *The Stage*, *County Press* and *Ventnor Blog* in on 20 and 21 May with a closing date for applications of 31 May and interviews announced as being held on 9 June.
  - b) Forty-one people responded to the advertisement to request the further information and Job Description for the post.
  - c) An above average 20 progressed their interest with a formal application to be considered for appointment to it.
  - d) The Panel of Councillors responsible for the appointment agreed a shortlist based on a scoring matrix of the attributes identified in the Person Specification contained within the Job Description.
  - e) Five candidates took part in a comprehensive fair recruitment and selection programme on Wednesday 9 June with three involved in the morning programme and two in the afternoon. Each candidate spent 45 minutes with each of three groups: the formal Panel of Councillors responsible for the appointment with the Town Clerk as Advisor, the four current Winter Gardens Managers and a group of users.
  - f) The Panel scored each candidate against the same list of structured questions exploring the range of aspects of the post and then received feedback from one member of each of the other two groups.
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**3) OUTCOME**

- a) The Panel was unanimous in its decision to recommend to the Town Council meeting of 14 June 2010 the appointment of Simon Wheeler to the 6-month post of Winter Gardens Entertainments Manager.
  - b) In discussions with the Town Clerk, Simon Wheeler has expressed his excitement at the opportunity the post represents both for him and the Winter Gardens and is absolutely willing to take up the offer of appointment to it.
  - c) The other candidates have been informed of the outcome and offered the opportunity for feedback on their participation in the programme.
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**4) RECOMMENDATION**

- a) The Town Council is recommended to appoint Simon Wheeler as the Winter Gardens' Entertainment on terms previously agreed.
  - b) The Town Council is further recommend, such to its agreement to a) above, to authorise the Town Clerk to prepare and issue related media releases.
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