

Committees:	Dates:
Establishment Committee Policy & Resources Investment Committee	10 th December 2015 10 th December 2015 20 th January 2016
Subject: Recruitment Process for the City Surveyor	Public
Report of: Director of Human Resources	For Information

Summary

The City Surveyor has indicated that he intends to leave the City of London at the end of October 2016. This paper sets out the proposed recruitment process for his replacement and an indication of the timeframe that could be followed.

Recommendations

Members of Policy and Resources Committee are asked to agree that an appointment should be made to the post of City Surveyor, and further:-

- That Policy & Resources Committee appoints the Recruitment Panel in accordance with the Chief Officer recruitment process.
- That Establishment Committee is invited to note the report.
- That Investment Committee is invited to make any comments to Policy & Resources Committee as part of the consultation.

Main Report

Background

1. The City Surveyor is a Chief Officer post within the City of London Corporation and as such the recruitment process falls under the Chief Officer recruitment process (Appendix 1).

Recruitment panel

2. In line with the process, the selection panel for this post will comprise; the Chairman and Deputy Chairman of Policy & Resources Committee, the Chairman of Establishment Committee and the Town Clerk. In addition, the Committee may add up to 3 other members.
3. Under its terms of reference the Policy and Resources Committee appoints the City Surveyor (in consultation with the Investment Committee).
4. As panel members who are selected will need to be available for key dates of long-listing, shortlisting and final interviews, an outline of the proposed timetable is given below.

5. For such a specialist, high profile post, Executive Search consultants would normally be used. Several will be invited to put forward a proposal with costing, and a final decision will be made by the Recruitment Panel.
6. It will also be proposed that an assessment centre be held which will be designed to draw out the key skills / behaviours required and may include personality profiling and written exercises / scenarios. This will be designed and agreed with the selected Recruitment Panel. This may also include the participation of Members not on the Recruitment Panel.
7. The following is a proposal for the timetable but will be subject to the Recruitment Panel availability and final agreement on the process but provides an indication of the likely timeframes involved.

Preliminary Draft Timetable

Date	Action
31 st January	Advertisement placed in The Sunday Times (to support Executive Search)
21 st February	Advertisement closing date
w/c 7 th March	Longlisting meeting with Executive Search consultants and Recruitment Panel
w/c 18 th April	Final shortlist meeting selecting candidates to go to final interview
w/c 25 th April	Assessments & Final interviews

8. The above timeframe would allow for a possible three month notice period and a handover option for the new incumbent should this be required.

Conclusion

9. Members of Policy & Resources Committee are asked to agree that an appointment should be made to the post of City Surveyor, and further:-
 - That Policy & Resources Committee appoints the Recruitment Panel in accordance with the Chief Officer recruitment process.
 - That Establishment Committee is invited to note the report.
 - That Investment Committee is invited to make any comments to Policy & Resources Committee as part of the consultation.

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