

Committee(s): Establishment Committee	Date: 17 th January 2017
Subject: Involvement of external parties in City of London Recruitment	Public
Report of: Director of Human Resources, Chrissie Morgan	For Decision
Report author: Janet Fortune	

Summary

This paper seeks to clarify the position for Members of the inclusion of interested parties and stakeholders in the recruitment of City of London staff. The principals contained here are about best practice in the interests of both the City and applicants to posts. It clarifies the roles in particular where the role is customer facing, or involves large groups of stakeholders or interest groups. The role of the line manager is to manage the service provision which includes selection and management of relevant resources. Stakeholders are concerned with the service provided.

Recommendation(s)

Members are asked to:

- Agree that only City of London employees or Members can take part in the assessment or appointment of candidates for posts in City of London and that external parties are excluded from any assessment, except if we are legally obliged to do so.

Main Report

Background

1. The recruitment of City of London employees is the responsibility of the Chief Officer for Grades A to J. The Chief Officer will usually delegate this responsibility to the line manager of the post. There have been a number requests for external parties to be involved in the recruitment, this paper seeks to clarify the position.

Current Position

2. The Recruitment and Selection Policy is intended to promote best practice in recruitment of new staff. It is currently silent on the make up of panels or assessment groups, as it is assumed that these will only be City of London employees or Members. This policy will be reviewed in 2017. In the meantime there is a need to clarify the position of external parties.

3. External parties are defined as any person or organisation who is not an employee of the City of London, this includes those on School Boards who are not Members, and members of other Boards or Groups which may be wholly or jointly run by City of London, stakeholders or other interested parties.
4. It also includes any person who is working at the City of London, but is not employed by the City, i.e. as a consultant/contractor and includes anyone who may be employed by the City of London on an interim contract who is either currently filling the role or associated with it.
5. These groups or individuals are not responsible for the management of the service but they may be partners, or recipients, or represent recipients of the service. School Boards are an exception and ex officio members can be on final panels but the proportion of non Members (of COL) cannot outvote the Members.
6. For all other groups their interest is in the service provided not the management of that service.
7. In City of London only full members of the recruitment panel can make the final selection of the successful candidate. Full members of the recruitment panel will be either City of London employees or Members. There are roles for which it is appropriate and in some cases normal for an external party or parties to be involved in either an assessment day or the final interview. On these occasions the party is present for giving information to the panel – as in a technical expert – and does not have ‘voting rights’ on the final interview or any assessment.
8. It is fundamental to the values of the organisation that all information about or given by applicants is confidential, and this can be very difficult to achieve where external parties are involved. For some roles it is common practice to involve stakeholders, where schools are involved for example, children are often involved in meeting the candidates, as stakeholders. This is permitted in these circumstances but not as a matter of course.
9. Subordinates to the role should never be involved in any assessment or appointment, however, where, for example, there needs to be an assessment of financial competence it is possible for someone from the peer group to be involved. An HR person should be on every final interview for Grade H and above.
10. Where Members are involved in the final assessment their inclusion is by definition of their role, i.e. as Chairman of the relevant committee. Members of relevant sub committees or boards can be included by invitation of the Chairman of the Recruitment Panel. However if they have a conflicting external interest, they should declare this and would normally be excluded.
11. The recruitment panel should see all applications to the post. Where Executive Search is used, or any other resourcing assistance, the consultants will do the first sift by dividing the applicants into groups, from recommended for short/long list to not recommended. However all applications are considered by the full recruitment panel and the short/long list is agreed by it.

12. Where there are parties with a genuine interest, but who would be excluded from the assessment process, it would be acceptable for them to be consulted on the revision to the job description or person specification.

Corporate & Strategic Implications

13. There are often requests for subordinates to be involved in the assessment of the candidates, usually for senior/chief officer posts. These have been specifically excluded by this policy. This is because management teams, although told not to assess the candidates, just to meet and greet them, do make judgements and if their choice is different to the final panel, it can cause difficulty for the successful applicant who was not their choice.

Implications

14. There are no financial or legal implications to these proposals. Should there be a post which we are legally obliged to include an external body representative, that would override these proposals

Conclusion

15. The Recruitment and Selection Policy is intended to promote best practice in recruitment of new staff. It is currently silent on the make-up of panels or assessment groups, as it is assumed that these will only be City of London employees or Members. This policy will be reviewed in 2017. In the meantime there is some confusion about the roles and a need to clarify the position.

Contact:

Janet.Fortune@cityoflondon.gov.uk | telephone number:02073321245