

Committee(s):	Date:
Establishment Committee	14th February 2017
Subject: Involvement of external parties in City of London Recruitment	Public
Report of: Director of Human Resources	For Decision
Report author: Janet Fortune	

Summary

This paper seeks to clarify the position of the inclusion of external parties and stakeholders in the recruitment of City of London staff.

Recommendation(s)

- That only City of London Elected Members, Co-opted Members, and Officers may take part as voting members of appointment panels for posts within the City of London Corporation.
- That for appointments which have a substantially outward facing or stakeholder engagement function, the inclusion of stakeholders or external advisers in the assessment and appointment process is to be encouraged.
- That the nature of the inclusion of any stakeholder or adviser should be agreed between the Chairman of the service committees, the Town Clerk (or other relevant Chief Officers), and the Director of Human Resources, and might include:
 - the inclusion of a non-voting adviser on the appointment panel; and/or
 - the involvement of stakeholder representatives in the assessment centre process; and/or
 - consultation with stakeholder representatives as to the nature of the role and the type of candidates to be sought.
- That Officers be instructed to prepare amendments to the Recruitment and Selection policy to implement this decision.

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 of 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 the 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 the final appointment panels but the proportion of non-Members cannot outvote the Members.
6. In City of London only full members of the recruitment panel can make the final selection of the successful candidate. However the interview process alone is known to have a low success rate and the City of London encourages final panels to have gathered a range of information about candidates which could include technical assessments, personality profiles, written exercises or group meetings with other members of the team or stakeholders.
7. None of these parties or exercises alone can determine the final decision. Only the recruitment panel can make that decision, but they can and should take into account the structured feedback from other parts of the assessment.
8. 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, but might be by it.
9. 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 content of the job description / person specification and/or a summary of the candidates, anonymised.

Implications

10. There are no financial or legal implications to these proposals, other than it is essential that any involvement by external parties is structured and clear as to how this relates to the requirements for the role and the selection criteria and how this information will be relayed to the final panel for consideration. This will be set out clearly in the revised policy and guidance.

Conclusion

11. The Interview process on its own is known to have low levels of success, this can be improved by additional, structured information gathered about candidates from other assessments, such as technical assessments, personality profiling and other exercises. To gain a range of views a number of different parties, stakeholders or officers should be included and their feedback given to the final interview panel.

Contact:

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