

Committee	Dated:
Establishment Committee	26/02/2018
Subject:	Public
Recruitment of Senior Posts Not Chief Officer	
Report of:	For Decision
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Summary

This report proposes a process for the recruitment of very senior posts which are outside of the A – J grading structure, not a Chief Officer post but for which the salary is anticipated to be £100k+. These posts are likely to have few suitable candidates and the normal recruitment process for that industry may vary, so this process has been designed to be flexible but with mandatory elements to meet City of London governance arrangements.

Recommendations

Members are recommended to consider the proposed process in Appendix 1 and to agree this for the recruitment of Senior Posts which sit outside of the grading structure, but which command a salary in excess of £100K. All posts within the A – J structure would remain in the recruitment process. New posts within A – J but with salaries over £100K would remain in the currently agreed recruitment process and would have to be agreed by Court of Common Council.

Main Report

Background

1. There have always been some posts which sit in a specialised field, which are not evaluated and rewarded under the City of London job evaluation and grading scheme. These posts are deemed to be F9, this is not a grade but a way of indicating that the salary is aligned to some other pay structure or market. Vets and Occupational Health Nurses are examples of these, although more recently Vets have been brought into the structure. Posts designated F9 have a 'spot salary' or are subject to a specific externally determined scale – such as Nurses.
2. Up until recently all of these posts, whilst they sat outside of the A – J grading structure, had salaries that are able to be contained within the A – J salary scale. More recently however, the need to respond to a rapidly changing economic environment has required the appointment of Senior Representative for EU and a Special Advisor in Asia. A restructure of the Brussels Office, has also brought with it the need to recruit in very different markets at rates in excess of £100K.

3. There are three recruitment processes currently in operation; General recruitment process, Senior Officer recruitment which is Member involved and Chief Officer recruitment which is Member led. Given the seniority and exceptional nature of posts over £100K which are not Chief Officer posts, Establishment Committee has discussed the need to have some form of agreed but flexible process.
4. At the meeting on 27th July 2017 Establishment Committee discussed the report on the restructure of the Brussels office and agreed the make up of the recruitment panel for the recruitment of the MD of the Brussels office. The decision of the Committee and its previous discussions have been used to develop a process for this type of exceptional recruitment. It is anticipated that the Service Committee for this type of recruitment is likely to be either P&R or Establishment Committee, however the process has been developed to include Service Committee representation separately, if needed.
5. The full proposed process is appended to this report but this process has incorporated the following principals;
 - a. The establishment of the post has to be agreed by the Service Committee, Establishment Committee, P&R and Court of Common Council. (In reality the post's Service Committee is likely to be either P&R or Establishment Committee.)
 - b. The recruitment will be Member led, in that Members will make the final decision, but that will be in consultation with the Town Clerk and Chief Officer responsible for the post.
 - c. The recruitment panel should be no more than 6 Members and no less than 3. These 3 Members are referred to as 'Mandatory Members' as they form the minimum that can make the decision.
 - d. The full recruitment panel does not need to be available for long and short listing, which is not always appropriate. Given the nature of these recruitments, and the availability of Members it is often difficult to arrange suitable mutually convenient dates, therefore the 3 'Mandatory Members' can make the decisions up to final interview stage. All Members of the Recruitment Panel would however be invited to the key stages; agreeing the process timeline; appointing Executive Search; long and shortlisting, if these are appropriate.
 - e. The applications will be anonymised up to final interview stage.

Conclusion

6. There is a need to define the process for the recruitment of very senior posts which are likely to demand a salary of £100K+ but which are not Chief Officer posts. These posts will vary and cannot be put under one 'umbrella' process without allowing some flexibility, whilst maintaining the governance process of City of London.

Corporate & Strategic Implications

7. The establishment of all new posts over £100K are required to be agreed by Court of Common Council.

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