

## **Appendix 1: Establishment Committee 26<sup>th</sup> February 2018. Public ; for Decision**

### **Report Title; Recruitment of Senior Posts Not Chief Officer**

#### **Draft Process for Recruitment of Special Posts**

Scope; This process is for posts which are outside of the grading structure A – J and not a Chief Officer, but for which the salary is anticipated to be £100K+.

Posts included: As of 2018 the posts included are;

1. Special Advisor Asia
2. Senior Representative to the European Union
3. MD of Brussels Office

#### **Responsible for the recruitment;**

The recruitment of the post will be the decision of Members in consultation with the Town Clerk and the Chief Officer with responsibility for management of the post.

#### **Establishing the post**

All posts over 100K must be agreed by Court of Common Council, recommended to them by both the Service Committee, Establishment Committee and P&R.

#### **Process**

The recruitment panel will be agreed by the Establishment Committee and will depend on the post, however it will always have a representative of the Service Committee, P&R and Establishment Committee. This will normally be the Chairman or Deputy Chairman of each Committee but can be any Member of the Committee depending on availability and appropriateness for the post.

The final recruitment panel will be no more than 6 Members plus the Town Clerk and Chief Executive and/or the Chief Officer responsible for the post.

Depending on the post and the availability of Members the final panel should be no less than 3 Members plus the Town Clerk and/or Chief Officer. Other Members can be involved in other parts of the process if appropriate. It is recommended that it is the Chairman or Deputy Chairman of P&R and Establishment Committee that should always be on the final panel.

The process and timeline for the recruitment will be agreed by the Chief Officer to whom this post reports in consultation with the 'Mandatory' Members. This includes appointing Executive Search consultants where appropriate.

It is recognised that these posts are specialist and unlikely to have a large number of applicants, so there may not be a need for a long and short listing process.

The process of reviewing applications and reducing these for a final interview will be the responsibility of the three Mandatory Members of the final recruitment panel (as above) in consultation with the Town Clerk and Chief Officer responsible for the management of the post, although other members of the panel may be involved if available.

All applications reviewed for shortlisting will be anonymised, that is that all personal details will be removed from the applicants details including qualifications and education history. Where a qualification is essential to the role this will be checked prior to the application going forward so Members can be assured.

