

<b>Committee(s):</b> Policy and Resources Committee - for decision Court of Common Council - for decision	<b>Date(s):</b> 11 <sup>th</sup> March 2021 14 <sup>th</sup> April 2021
<b>Subject: Recruitment Panels for Tier 1 and 2 positions</b>	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	3 and 8
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>No</b>
<b>If so, how much?</b>	<b>£</b>
<b>What is the source of Funding?</b>	
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	<b>Y/N</b>
<b>Report of: Chrissie Morgan, Director of HR</b>	<b>For Decision</b>
<b>Report author: Janet Fortune Asst Director HR</b>	

### Summary

The new target operating model brings about departmental changes which will affect which Committees and, therefore which Members could be involved in the recruitment process for Senior Officers. This report proposes an interim position for the recruitment of Tier 1 or Tier 2 roles.

### Recommendation(s)

Members are asked to agree the interim position as given in appendix 1.

### Main Report

#### Background

1. At its meeting on 10<sup>th</sup> December 2015 Establishment Committee considered a report of the Director of Human Resources regarding the recruitment of senior officers and the appropriate involvement of Members at each stage of the recruitment process. The Committee agreed that this should be pursued and asked that a proposal for Member involvement in senior officer recruitment should be drawn up and a formal procedure for the involvement of Members in senior officer recruitment was drafted. This was brought back to the Committee on 4<sup>th</sup> February 2016 and the list of senior officer posts agreed. The Committee also agreed that the determination of the level of Member involvement for a Senior Officer recruitment was to be a joint decision between the Chief Officer and Service Committee Chair and that there should be an option for Members to be involved in final interview panels.

## Interim Position due to the Target Operating Model

2. The new target operating model brings about departmental changes which will affect which Committees and therefore which Members could be involved in the recruitment process for Senior Officers. These may change with the Governance Review but in the interim a list of Committee involvement has been drawn up. This is attached at Appendix 1. Members are asked to agree this list so that any recruitment to these roles can be expedited without delay for agreement.
3. The process will remain the same, all Chief Officer posts will be Member led and the attached list is coded so that post which are agreed by Court are indicated.
4. The coding used in the appendix is:

### KEY

	Posts confirmed in TOM Tier 1
	Posts subject to further review in TOM Tier 2
*	High Officer elected by the Court of Common Council
~	Table Officer
+	Member Led Appointment
=	Member Involved Appointment
#	Senior Management Grade or Police/Teachers' equivalent

This key is given in the appendix but is repeated here to make the list easier to read.

## Proposals

5. This list is proposed to be used in the interim so that it is clear which Members would lead or be involved in the recruitment to Tier 1 or Tier 2 roles.

## Corporate & Strategic Implications –

- Strategic implications - It is important that when recruitment panels/assessment processes are established consideration should be given to diverse panels and processes which reflect the Corporation's commitments to Equality and Inclusion.
- Financial implications - None
- Resource implications - No increases from current processes
- Legal implications - None
- Risk implications - None
- Equalities implications - As in Strategic implications
- Climate implications - None
- Security implications - None

## Conclusion

6. It is necessary to establish an interim position for the recruitment to Member Led and Member Involved recruitment panels in relation to the implementation of

roles within the TOM so that these can be expedited seamlessly should recruitment occur.

## **Appendices**

- Appendix 1 – List of Committee Responsibilities for Senior Officer Appointments

### **Janet Fortune**

Assistant Director HR

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## Appendix I

### CITY OF LONDON CORPORATION

#### ESTABLISHMENT COMMITTEE

#### COMMITTEE RESPONSIBILITY FOR SENIOR OFFICER APPOINTMENTS

*A note by the Chair of the Establishment Committee*

Following the Court's approval of the Target Operating Model and new Organisation Design, there is a need to review committee responsibility for the appointment of Chief and Senior Officers. Whilst some of this will change following consideration of Lord Lisvane's recommendations in the Governance Review and any changes in Tier 2 and further layers of the TOM, it is important to clarify the current committees responsible for the appointment of current posts. The tables that follow recommend a revised list of committee responsibilities for agreement by this Committee and onward transmission to the Court of Common Council in respect of posts referred to in Committee terms of reference.

#### CORPORATE & SERVICE DEPARTMENTS

Town Clerk & Chief Executive *+##	Policy & Resources Committee Establishment Committee General Purposes Committee of Aldermen
Deputy Town Clerk & Chief Executive ~+##	Policy & Resources Committee Establishment Committee General Purposes Committee of Aldermen
Chief Operating Officer ~+##	Policy & Resources Committee Establishment Committee Finance Committee
Chamberlain & Chief Financial Officer *+##	Finance Committee Investment Committee
Comptroller & City Solicitor *+##	Policy & Resources Committee Establishment Committee
Remembrancer *+##	Policy & Resources Committee General Purposes Committee of Aldermen
City Surveyor ~+##	Policy & Resources Committee Investment Committee
Executive Director, Environment ~+##	Planning & Transportation Committee Port Health & Environmental Services Committee Open Spaces & City Gardens Committee Licensing Committee
Executive Director, Innovation & Growth ~+##	Policy & Resources Committee Culture Heritage & Libraries Committee
Executive Director, Community & Children's Services ~+##	Community & Children's Services Committee Culture Heritage & Libraries Committee Education Board Health & Wellbeing Board
Assistant Town Clerk & Executive Director, Governance & Members' Services (DTC) ~+##	Policy & Resources Committee Establishment Committee
Chief Strategy Officer (DTC) +##	Policy & Resources Committee Establishment Committee
Executive Director, Communications (DTC) +##	Policy & Resources Committee
Executive Director, Human Resources (COO) +##	Establishment Committee
Executive Director & Private Secretary to the Lord Mayor (DTC) +##	General Purposes Committee of Aldermen Establishment Committee
Executive Director & Private Secretary to the Chair of the Policy & Resources Committee (DTC) +##	Policy & Resources Committee Establishment Committee
Director, Town Clerk's Office & Police Authority (DTC) =	Establishment Committee Police Authority Board
Head of Climate Action (DTC) =	Policy & Resources Committee
Project Governance Director (COO) =	Policy & Resources Committee (Projects Sub)

	Capital Buildings Committee
Technology Director (COO) =	Finance Committee (Digital Services Sub)
Commercial Director (COO) =	Finance Committee (Procurement Sub)
Markets Director (COO) +	Markets Committee
Assistant Directors of Human Resources (COO) =	Establishment Committee
Head of Employee Services (COO) =	Establishment Committee
Head of Equality, Diversity & Inclusion (COO) =	Establishment Committee
Investment Property Director (CS) +	Investment Committee (PIB)
Corporate Property Director (CS) =	Finance Committee (Corporate Asset Sub)
Operations Director (CS) =	Finance Committee (Corporate Asset Sub)
Property Projects Delivery Director (CS) =	Policy & Resources Committee (Projects Sub)
Deputy Chamberlain (CFO) +	Finance Committee
Treasurer (CFO) =	Finance Committee Investment Committee (FIB)
Head of Internal Audit (CFO) +	Audit & Risk Management Committee
Assistant City Solicitors x 3 =	Establishment Committee
Deputy Remembrancer (REM) +	Policy & Resources Committee (PR&PA Sub)
Director, Remembrancer's Affairs (REM) =	Policy & Resources Committee (PR&PA Sub)
Assistant Remembrancer, Ceremonial (REM) =	Policy & Resources Committee (HWP)
Innovation Director (IG) =	Policy & Resources Committee
Trade & Investment Director (IG) =	Policy & Resources Committee General Purposes Committee of Aldermen
Regulatory Affairs Director (IG) =	Policy & Resources Committee
Research & Intelligence Director (IG) =	Policy & Resources Committee
Policy Director (IG) =	Policy & Resources Committee
Managing Director, Brussels (IG) +	Policy & Resources Committee
External Affairs Director (IG) +	Policy & Resources Committee
Cultural & Visitor Development Director (IG) =	Policy & Resources Committee Culture Heritage & Libraries Committee
Chief Planning Officer & Development Director (ENV) +	Planning & Transportation Committee
Transportation & Public Realm Director (ENV) +	Planning & Transportation Committee
Port Health & Consumer Protection Director (ENV) +	Port Health & Environmental Services Committee Licensing Committee
Open Spaces Director (ENV) + #	Open Spaces & City Gardens Committee
District Surveyor & Environment Director (ENV) =	Planning & Transportation Committee
Policy & Performance Director (ENV) =	Planning & Transportation Director Port Health & Environmental Services Committee
People Director (C&CS) =	Community & Children's Services Committee
Barbican & Property Director (C&CS) =	Community & Children's Services Committee Barbican Residential Committee
Strategic Education, Culture & Skills Director (C&CS) =	Community & Children's Services Committee Education Board
Head of Barbican & Community Libraries (C&CS) =	Culture Heritage & Libraries Committee
Commissioning & Partnerships Director (C&CS) =	Community & Children's Services Committee
Head of Community Safety (C&CS) =	Policy & Resources Committee
Public Health Director (C&CS) =	Community & Children's Services Committee Health & Wellbeing Board

## INSTITUTIONS

Commissioner of Police for the City of London *+ #	Police Authority Board
Assistant Commissioner, City of London Police +	Police Authority Board
Commanders, City of London Police +	Police Authority Board
Managing Director, Barbican Centre + #	Barbican Centre Board
Chief Operating & Financial Officer, Barbican Centre & GSMD =	Barbican Centre Board Board of Governors, Guildhall School
Arts & Learning Director, Barbican Centre =	Barbican Centre Board

Operations & Buildings Director, Barbican Centre & GSMD =	Barbican Centre Board Board of Governors, Guildhall School
Principal, Guildhall School of Music & Drama + #	Board of Governors, Guildhall School
Vice-Principals, Guildhall School of Music & Drama =	Board of Governors, Guildhall School
Heads of the City of London Schools + #	Relevant Board of Governors
Senior Deputy Heads and Bursars of the City Schools =	Relevant Boards of Governors
Executive Director, City Bridge Trust & Chief Grants Officer + #	City Bridge Trust Committee
Director, London Metropolitan Archive & Guildhall Library =	Culture Heritage & Libraries Committee

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