

Committees: Establishment Committee – For Decision Policy and Resources Committee – For Decision	Dated: 8 September 2021 16 September 2021
Subject: Appointment of Assistant Town Clerk and Executive Director of Governance and Members Services	Public
Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?	3
Does this proposal require extra revenue and/or capital spending?	N – but there will be some recruitment costs occurred
If so, how much?	Not known
What is the source of Funding?	Local risk budget
Has this Funding Source been agreed with the Chamberlain’s Department?	N
Report of: Douglas Trainer, Deputy Town Clerk and Chief Executive	For Decision
Report author: Douglas Trainer, Deputy Town Clerk and Chief Executive	

Summary

The current Assistant Town Clerk and Executive Director of Governance and Members Services has provided the appropriate notice of her resignation, with her last day of service as 31 December 2021.

In accordance with the policy for the recruitment of Senior Officers agreed by the Court of Common Council at its meeting in April, the recruitment of a successor is a Member led appointment. Approval is therefore being sought to start the process with the establishment of a recruitment panel.

Recommendations

Members are asked to:

- Note that the Chair of Establishment Committee and the Chair of Policy and Resources Committee are to agree who will chair the Recruitment Panel;
- Agree that the seven members of the Recruitment Panel for the new Assistant Town Clerk and Executive Director of Governance and Members Services, are as follows:-
 - Chair of the Establishment Committee
 - Deputy Chair of the Establishment Committee
 - Chair of the Policy and Resources Committee
 - Deputy Chairman of the Policy and Resources Committee
 - Town Clerk and Chief Executive
 - Deputy Town Clerk and Chief Executive

- Another member of either Policy and Resources or Establishment Committee if required
- Agree the principle that all recruitment panel members will have undertaken the City of London Corporation's recruitment and selection training in the past 12 months;
- Authorise the recruitment panel, in conjunction with the Deputy Town Clerk and Chief Executive, to make the necessary arrangements for the appointment to the role.

Main Report

Background

1. In April 2021 the Court of Common Council approved a report which outlined which Members could be involved in the recruitment process for Senior Officers and proposed the interim position for recruiting to Tier 1 and Tier 2 level roles.
2. The post of Assistant Town Clerk and Executive Director of Governance and Members Services is a Senior Management Group post which falls under the Chief Officer Appointment process and is therefore a Member led appointment.
3. The current Assistant Town Clerk and Executive Director of Governance and Members Services (Assistant Town Clerk) has given notice of her resignation. The post will become vacant at the end of December 2021.

Proposals

4. The Chief Officer Appointment process for Member led appointments agreed by the Establishment Committee in 2016 states that the Recruitment Panel should consist of:-
 - Chair and Deputy Chair of the employing Committee
 - Chief Officer of the Department; and
 - Chair and Deputy Chair of other relevant Committees.
5. In addition, the Town Clerk and Chief Executive will be a member of the Recruitment Panel. A further panel member may be appointed making the maximum total number seven panel members.
6. A schedule of committees involved in the recruitment of senior officers was subsequently agreed by the Court in April 2021. The Policy and Resources and Establishment Committees are listed as the committees overseeing the recruitment of the Assistant Town Clerk. Other parts of the 2016 policy for the recruitment of senior officers remain unchanged.
7. The proposed panel should therefore comprise the following:-

- Chair of the Establishment Committee
- Deputy Chair of the Establishment Committee
- Chair of the Policy and Resources Committee
- Deputy Chairman of the Policy and Resources Committee
- Town Clerk and Chief Executive
- Deputy Town Clerk and Chief Executive
- Another member of either Policy and Resources or Establishment Committee

In finalising the membership of the panel it is recommended the Chair of Establishment Committee and Chair of the Policy and Resources Committee agree who should chair the panel and we ensure that the panel is diverse.

8. As this post has only recently been considered under the Senior Structure for the Target Operating Model, a new job description and personal specification is being drafted for the Panel to agree before the recruitment is launched.
9. All panel members will have an equal part in the selection decision.
10. As this is a niche role it is not proposed to use Executive Search consultants.
11. As part of the Tier 1 recruitment process it was agreed that all recruitment panel members should have undertaken recruitment and selection training within the last 12 months, and it is recommended that this principle is applied for this recruitment process.
12. It is anticipated that the recruitment of the Assistant Town Clerk's successor will take approximately 3 months to appoint the successful candidate. An indicative timetable is shown below.

Date	Governance
8 & 16 September 2021	Recruitment Panel agreed by the lead Committee in conjunction with the Deputy Town Clerk
17 – 30 September	Drafting of campaign materials, in consultation with the Recruitment Panel
w/c 4 October	3 week recruitment campaign launched
w/c 25 October	Shortlisting of candidates
w/c 1 November / w/c 8 November	Assessment Centre and Final Panel Interviews

13. Once membership of the Recruitment Panel has been agreed, a draft application pack will be agreed by the Chair of the Recruitment Panel and Deputy Town Clerk

and Chief Executive, with advice by Corporate HR, and then circulated to the Recruitment Panel.

14. The post will be publicly advertised and subject to an open recruitment process, complying with the City Corporation's Equalities and Inclusion policies.
15. Decisions about the possible format of the assessment centre and interview process will be agreed with the Recruitment Panel, following advice from Corporate HR.

Strategic Financial and Other Implications

16. The recruitment of a new Assistant Town Clerk and Executive Director of Governance and Members Services will help meet the aspiration in the City Corporation's Corporate Plan by ensuring that the organisation has access to the skills and talent that it needs to oversee its governance activities.
17. It is estimated that the cost of recruitment will be up to £10,000 and this will be met from the Town Clerk's department local risk budget.
18. The Public Sector Equality Duty 2010 requires that we have due regard to s149 of the Equality Act 2010 to:-
 - Eliminate discrimination, harassment, victimisation and any other conduct prohibited by or under the Act.
 - Advance equality of opportunity between persons who share a relevant characteristic and persons who do not share it
 - Foster good relations between persons who share a protected characteristic and persons who do not share it.
19. The recruitment advert will include reference to flexible working opportunities to encourage applications from a wider pool of candidates. Advice will also be sought from TMP, the City of London Corporations recruitment advertising partner, to identify the appropriate media and organisations.

Conclusion

20. The current Assistant Town Clerk and Executive Director of Governance and Members Services has provided the appropriate notice of her resignation, with her last day of service as 31 December 2021. It is estimated that it will approximately 4 months to recruit a successor and therefore the recruitment exercise needs to start as soon as possible to mitigate the impact of any possible hiatus in process. In accordance with the policy for the recruitment of Senior Officers agreed by the Establishment Committee in 2016 and subsequently by the Court of Common Council this year, the recruitment of a new Assistant Town Clerk is a Member-led appointment. Approval is now being sought to start the recruitment process with the establishment of a recruitment panel.

Appendices

None

Background Papers

Court of Common Council – Recruitment Panels for Tier 1 and Tier 2 Positions (April 2021)

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