

Committee(s): Corporate Services Committee – For decision General Purposes Committee of Aldermen – For decision Policy & Resources Committee – For decision	Dated: 6 th September 2022 6 th September 2022 15 th September 2022
Subject: Town Clerk & Chief Executive Recruitment	Public
Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?	All outcomes of the City Corporation’s Corporate Plan
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain’s Department?	N/A
Report of: Marcelle Moncrieffe, Chief People Officer	For Decision
Report author: Caroline Reeve, Corporate HR Business Partner	

Summary

This report outlines the proposed process for the recruitment to the Town Clerk & Chief Executive post for Members’ consideration and seeks agreement to the recommendations. The proposed timetable seeks to confirm an appointment by 8th December, subject to a Court of Common Council election.

Recommendation(s)

Members are asked to:

- Agree to the recruitment timetable as outlined in this report
- Agree to the Assessment Centre process as outlined in this report
- Agree to the Interview Panel as outlined in this report
- Agree the job description and person specification as attached to this report
- Delegate minor changes to the Assessment Centre process and Interview Panel where necessary to the Chair and Deputy Chair of the proposed Interview Panel
- Delegate minor changes to the Job Description and Person Specification where necessary to the Chair and Deputy Chair of the proposed Interview Panel

Main Report

Background

1. Following the Town Clerk & Chief Executive's notice of retirement effective 31st December 2022, as agreed by Corporate Services Committee, the recruitment process for his successor has commenced.
2. As agreed by Members in 2021 as part of the Target Operating Model, the responsible Committees for recruitment to the post are Policy & Resources Committee, Corporate Services Committee and General Purposes Committee of Alderman.
3. As delegated to the Chairman of Policy & Resources and the Chair of Corporate Services Committee a process has been undertaken to select the approved search and selection organisation for recruitment and Hays Specialist Recruitment Limited (Hays) has been appointed.

Current Position

4. The post is currently being advertised by Hays and closes on 19th September.
5. The Town Clerk & Chief Executive is a High Officer post which requires election by the Court of Common Council.
6. Due to the nature of the duties required of the post, national security clearance to SC level is a requirement of the post.
7. This report sets out the proposed timetable and panel for the recruitment process as well as the job description and person specification for Members' consideration.

Proposals

8. The following timetable is proposed:
 1. Longlisting meeting with Hays: 22nd September
 2. Technical interviews undertaken by Hays: 23rd – 30th September
 3. Shortlisting meeting with Hays: 5th October
 4. Personal Profiling Assessments: 6th – 10th October
 5. Officer led Assessment Centre: 13th October
 6. Member Panel Interviews: 17th October
 7. Court of Common Council appointment: 8th December
9. The 8th December is the earliest Court of Common Council meeting for the appointment to be brought after the Panel Interviews on the 17th October. The recommended candidate will be fully aware of the need for a Court of Common Council election and that an appointment to the post cannot be confirmed until an election has taken place.
10. An Officer led Assessment Centre will be undertaken and is proposed to consist of the following sessions:

Fintech and Tech	Damian Nussbaum, Director of Innovation and Growth
Climate and Green Finance	Caroline Al-Beyerty, Chamberlain & Chief Finance Officer David Farnsworth, Managing Director Bridge House Estates Simi Shah, Project Director
Destination City	Luciana Magliocco, Destination Director Juliemma McLoughlin, Executive Director Environment Claire Spencer, Chief Executive Officer Barbican
Political Awareness	Deputy Town Clerk Paul Double, Remembrancer Michael Cogher, Comptroller and City Solicitor, Deputy Chief Executive Mark Lucraft, Recorder of London Appropriate Senior Civil Servant (confirmation to be delegated to the Chair and Deputy Chair of the Interview Panel)

11. As this is a Member led appointment, and taking into consideration the responsible Committees for the recruitment to this post, the following Member Panel is proposed for the interviews:

1. Chair, Policy & Resources (Chair of Panel)
2. Chair, Corporate Services Committee (Deputy Chair of Panel)
3. Deputy Chair, Policy & Resources
4. Deputy Chair, Corporate Services Committee
5. Chair, Finance Committee
6. Chair, General Purposes Committee of Aldermen
7. Deputy Chair, General Purposes Committee of Aldermen
8. A representative of Equalities, Diversity & Inclusion Sub-Committee

12. In addition, the Chief People Officer will attend the Officer Assessment Centre to conduct the Fireside Chat assessing their leadership capabilities and provide feedback to candidates on the Personal Profiling Assessment. They will also attend the Panel Interviews acting in an advisory capacity to Members.

13. As a Chair and Deputy Chair of the Equalities, Diversity & Inclusion Sub-Committee will not be appointed until 26th September, it is proposed that the choice of nominated representative be delegated to the Chair and Deputy Chair of the Interview Panel, subject to availability.

14. The Job Description and Person Specification for the role has been reviewed in consultation with the Chair and Deputy Chair of the proposed Panel and is attached at Appendix A to this report.

15. The base pay scale of the Town Clerk & Chief Executive is £223,370 to £258,970. With London Weighting added, the overall salary scale is £230,080 to £265,680. This does not include any pay award that may be agreed for 2022.

16. In comparison, the next highest paid Senior Management Group band have a base pay scale of £156,670 - £198,480 which covers 7 Senior Management Group posts.

17. The post will be advertised by Hays as 'competitive'. In the unlikely event a higher payment is considered necessary to secure the appointment of the right candidate, changes to our Pay Policy Statement will be required before any appointment can be made. This will need the prior approval of Corporate Services Committee and Policy & Resources Committee and ultimately endorsement by the Court of Common Council which would be sought on 8th December alongside the election process.

Key Data

18. Benchmarking data taken from the published pay policy statements for 2021 across London Local Authorities shows that the highest paid Chief Executive of an Inner London Local Authority is £217,515 which is the pay of the Chief Executive of Westminster. Other Chief Executive's pay within inner London Local Authorities range from £185,000 to £215,000 per annum.

Corporate & Strategic Implications

Strategic implications – The Town Clerk & Chief Executive is imperative in the delivery of the Corporate Plan. Whilst it is accepted that there will most likely be a short-term period without a permanent Town Clerk & Chief Executive in post, the recent recruitment of the Deputy Chief Executive means this individual can temporarily step into the role and enables an interim arrangement. These proposals seek to appoint to the post on a permanent basis as quickly as possible given the processes required.

Financial implications – There are no financial implications to these proposals.

Resource implications – the interim period will require work to be delegated to Senior Officers whilst the Deputy Chief Executive undertakes the role of Town Clerk & Chief Executive on an interim basis and plans are underway to ensure there is resource available to achieve this.

Legal implications – there are no legal implications identified

Risk implications – the requirement for SC national security clearance may affect the commencement date of a new Town Clerk & Chief Executive. Hays will ensure that prospective candidates are aware of this requirement. Notice periods may also affect the commencement date.

Equalities implications – Equal opportunities monitoring is a practice recommended by the Equality and Human Rights Commission, as this can be an important tool for any organisation to enable it to ascertain at an early stage whether there appear to be any areas of its work from which certain disadvantaged groups are excluded. HAYS will invite applicants to complete equal opportunities monitoring data for the monitoring of applications at each stage of the recruitment and selection process i.e. applicant diversity, longlisted applicants, shortlisted applicants, assessment centre and final Member panel interview candidates. No individual applicant will be identifiable from the anonymised data.

Climate implications - None

Security implications – None

Conclusion

19. This report sets out the timetable and process for the recruitment to the Town Clerk & Chief Executive which is expected to complete by December of this year.

Appendices

- Appendix 1 – Proposed Job Description and Person Specification

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