

Committee(s) Planning & Transportation Committee Corporate Services Committee Port Health & Environmental Services Committee Natural Environment Board Licensing Committee	Dated: 31 January 2024 URGENCY URGENCY URGENCY URGENCY
Subject: Member Led Recruitment	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	1, 2, 3, 4, 9, 10, 11, 12
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	NA
What is the source of Funding?	NA
Has this Funding Source been agreed with the Chamberlain's Department?	NA
Report of: Ali Littlewood, Chief People Officer	For Decision
Report author: Adeola Lawal, Head of Workforce and Resourcing	

Summary

Under the Chief Officer Recruitment Procedure, all Chief Officer vacancies must be reported to the Town Clerk and the employing Committee for information and summarise a suggested recruitment timeframe.

This report outlines the proposed process for the recruitment to the Executive Director of Environment post for Members' reference. It is intended to have appointed the successful candidate by mid-April 2024. The candidate's start date will be subject to the successful candidate's availability.

Recommendation(s)

Members are asked to:

- Agree the proposed recruitment timetable (including assessment centre) as outlined in this report
- Agree the proposed Interview panel as outlined in this report
- Agree the proposed selection of search and select agencies (headhunters) for this appointment.
- Agree that decisions on alternative panel representation from the committee, e.g. in the event of an absence or availability of a Member is delegated to the Town Clerk and Chief Executive. This is to allow the recruitment to continue without delay.

Main Report

Background

1. The Executive Director role has been covered on an interim basis by Bob (David) Roberts since June 2023. We expect this post to be vacant as of May 2024 ending. A proposed timeline for the recruitment is set out in Appendix 1.

Current Position

2. This is a Tier 1 post and is therefore a Member-appointed recruitment. There is need to undertake an extensive recruitment campaign.
3. The current job description and person specification has been drafted and is under review. All recruitment literature will be distributed to the panel and candidates as part of the campaign.

Proposals

4. In view of the specialist nature of this position, a search and select agency will be required to assist in the recruitment of this post. The search and select agency will also be asked to advise on the market rate for this post.
5. The search and select agencies proposed are as below. The People & HR unit, led by Ali Littlewood, are carrying out a tender process for the selection of an appropriate agency. The agencies invited to this tender are:
 - McLean Partnership/ Public
 - Starfish
 - Wild Research
6. The tender documentation for this appointment is provided in Appendix 2.
7. The Chief Officer recruitment guidelines allow for a maximum of 7 panel members. The panel will comprise of the following Members and officers:
 - Chair of the Planning & Transportation Committee (Deputy Chair) - Deputy Shравan Joshi
 - Chair of the Corporate Services Committee (or delegated Member) – Deputy Alistair Moss
 - Chairman of the Natural Environment Board - Caroline Haines
 - Chairman of the Port Health & Environmental Services Committee - Mary Durcan
 - Chairman of the Licensing Committee - James Tunbridge
 - Town Clerk & Chief Executive - Ian Thomas
 - Chief People Officer - Alison Littlewood
8. The following key activities are proposed:
 - a. Panel meeting with awarded select and search agency, briefing and planning

- b. Longlisting with panel and search and select agency
- c. Longlisting and technical interviews undertaken by search and select agency with Ian Davis, Chief Executive of Enfield Council as technical adviser
- d. Shortlisting meeting with panel and search and select agency
- e. Assessment Centre by Members and officers (to include psychometric evaluation, a fireside chat with the Town Clerk & Chief Executive, Epping Forest & Commons Committee Chair - Benjamin Murphy and Chair of Hampstead Heath, Highgate Wood and Queen's Park - William Upton KC
- f. A meeting with Environmental DLT (candidate chairing a discussion on a complex topic)
- g. Member panel final interviews

Corporate & Strategic Implications

- 9. This is a key Tier 1 post to the Corporation and will be a member of the Town Clerk's Senior Leadership team.
- 10. There will be a small cost associated with the recruitment campaign and this will be met from the Department's Local Risk budget.

Conclusion

- 11. This is a tier 1 post and is therefore a Member-led recruitment. It is intended that we will have appointed the successful candidate by mid-April. Start date will be subject to the successful candidate's availability. We ask that Member's approve the recommendations set out in this paper in order to allow us to move forward with this recruitment at pace.

Author

Adeola Lawal, Head of Workforce and Resourcing
E: Adeola.Lawal@cityoflondon.gov.uk

Dionne Williams-Dodoo, Assistant Director – HR Operational Services
E: Dionne.Williams-Dodoo@cityoflondon.gov.uk

Appendix 1 - Recruitment Timeline

Activity	Dates
Search and Select Bid Briefing with agency	25th January 2024
Search and Select Firm Briefing with panel	1st February 2024
Advert Publication	12th February 2024
Closing Date	10th March 2024
Longlist with panel and search and select agency	w/c 11th March 2024
Longlist and technical interviews (search and select agency)	20th - 22nd March 2024
Shortlisting meeting with Panel Members and Search Firm	w/c 8th April 2024
Assessment Centre and Psychometrics	15th – 19th April 2024
Final Interview	15th – 19th April 2024

Appendix 2 – Tender Documentation – Invitation to bid

Corporate HR Unit



CONFIDENTIAL

Email

Adeola.Lawal@cityoflondon.gov.uk

Your ref: OENV0249

Dear

Invitation to make a Submission with Costs for the Appointment of Executive Director Environment

The City of London Corporation will shortly be commencing the recruitment and selection process for the appointment of Executive Director Environment.

I have attached a draft job description and person specification for the role.

The salary for this role is **TBC** (inclusive of Inner London Weighting and London Weighting supplement). Your advice on the salary level for a role of this nature would be much appreciated.

We are looking to engage a search firm for this appointment and have invited selected companies to provide a written submission if they wish to be considered for this search assignment. We would welcome your advice on where to advertise as needed.

We will be working to ambitious timelines and would want this completed by April 2024. Please see the anticipated timeline below which is dependent upon the availability of our Recruitment Panel which will be made up of a number of our Committee Members and senior officers.

Activity	Dates
Search Firm Briefing	1 st February 2024
Advert Publication	12 th February
Closing Date	10 th March
Longlist with panel and search and select agency	w/c 11 th March 2024
Longlist and technical interviews (search and select agency)	20 th – 22 nd March 2024
Shortlisting meeting with Panel Members and Search Firm	w/c 8 th April 2024
Assessment Centre and Psychometrics	15 th – 19 th April 2024
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If you wish to be considered for this assignment, please provide details of the consultancy team who would work on the search. Providers are required to submit a brief response to the quality criteria below (2,000 words max in total), describing how your organisation can deliver the required:

Quality Criteria:

<p>1. Equality Diversity and Inclusion</p>	<p>The City of London Corporation values the rich diversity and creative potential people with different backgrounds, skills and abilities bring to the workplace. Please detail how your organisation will address Equality, Diversity and Inclusion challenges through the delivery and management of this recruitment process. We have an inclusive approach to recruitment and require you to put forward candidates from a range of backgrounds, particularly women, people from minority ethnic backgrounds, people with disabilities who are currently underrepresented at senior grades, and also to include social mobility. It is therefore important that you include details about how you will conduct your search to enable a diverse shortlist for interviews to be achieved.</p>
<p>2. The Service</p>	<p>Using recent and relevant examples, please demonstrate your methodology and management approach to service delivery in meeting the service requirements, through the recruitment process:</p> <ul style="list-style-type: none"> • Briefing, Advertising and Candidate Search • Full candidate engagement and management • In-depth applicant reporting at longlisting and shortlisting of candidates to be interviewed • Technical interview • Support to Appointment Panel throughout • Provide support and advice to the technical and final interviews as required • Timeline to meet the required timescale • Psychometric assessment <p>Please note that the Corporation has sourced a technical adviser that will support the awarded Search and Select agency.</p>
<p>3. Recruitment Services Experience</p>	<p>Please list examples (within the last 12 months) where your organisation has successfully delivered similar recruitment services to similar roles</p>

We will also require you to collect the data for equal opportunities monitoring at the longlist, shortlist and end of the process.

Please provide details of your fee for the full search function, including attendance at the long listing meetings, preparing packs for the panel with categorised candidates e.g. ABC based on suitability for the role, preliminary interviewing of prospective applicants and the submission of suitable applicants for consideration at the shortlisting meeting to go on to the assessment centre and final interview.

The deadline for your submission is **29th January 2024 (12pm)**, so that a decision can be made. A briefing and planning call with the awarded agency will be on 1st February 2024. Your submission should be emailed to me at Adeola.Lawal@cityoflondon.gov.uk.

Please do not hesitate to contact me if you require any further information.

Appendix 1

1. Evaluation of Bids

The timetable for the delivery of the procurement process can be found in the table below.

Activity	Date
Issue of the Invitation to bid	24 th January 2024

Submission deadline	29 th January 2024 (12pm)
Decision notified to bidders	30 th January 2024

Potential providers are advised that the above timetable is indicative only and may be subject to change without prior notice.

City of London Corporation reserves the right to decline to make an award for its service requirements or to abandon or cancel the procurement process or recruitment if necessary. City Corporation will not be responsible for any costs or expenses incurred as a result of following this course of action.

2. Evaluation of Bids

Bids will be evaluated against the below criteria:

Criteria	Percentage Weighting
Price	30%
Quality	70%

3. Scoring Methodology

a. Price Criteria

The method for calculating the final weighted score for price is as follows:

All costs contained within the Bidder's submission shall be priced in pound sterling and decimal parts of a pound and shall be restricted to two decimal places by rounding. All prices must be quoted exclusive of VAT.

All costs associated with this tender will be included, and clearly shown and shall be inclusive of all disbursements and any other costs or expenses necessary for the proper provision of the Services.

The figures inputted by the Bidder will be checked for arithmetical accuracy. Bidders may be asked to explain any anomalies in the figures provided. Should obvious errors in pricing or errors in arithmetic be discovered in the documentation submitted the errors shall be dealt with in accordance with [Alternative 2 of the Joint Contracts Tribunal Tendering Practice Note 2012. The Bidder will be given an opportunity to confirm their offer or to amend it to correct genuine errors.]

The City may (subject to compliance with the Public Contracts Regulations 2015, particularly Regulation 69) reject a Tender if in the reasonable opinion of the City the offer made by a bidder is abnormally low.

b. Quality Criteria

The quality section of the tender will be scored based on your response to each of the questions set out in the Quality Criteria table. Your answers will be used to determine the quality of your offer and how it meets the City Corporation's specific requirements for the services.

The methodology given in the table below will be used for the evaluation and scoring for each question will be out of 5.

Question Responses	Marks
Score	Explanation
5	Excellent response with requirements being met and exceeded in some areas. Showing a comprehensive understanding and the ability to deliver to a high standard. Evidence relating to the proposed requirements shows high quality.
4	Good response with requirements being met, understanding all requirements and the ability to deliver to a high standard. Evidence in relation to the proposed requirements shows good quality.
3	Acceptable answer with requirements being met in part but not fully. A reasonable understanding to have the ability to deliver the requirements. Evidence to show that the requirements are suitable for the purpose but have not met the standard expected.
2	Poor response where some requirements are being met but there are some

	large exceptions. Concerns that the requirements proposed would not be suitable for use.
1	Target requirements only met on a few occasions. Low standard response. Major concerns that the requirements proposed would be suitable for use.
0	Answer not met the requirements at all. No evidence that the requirements would be suitable.