

<b>Committee(s):</b> Corporate Services Committee Policy & Resources Committee Court of Common Council	<b>Dated:</b> 10 April 2024 To be confirmed To be confirmed
<b>Subject:</b> Member-led Recruitment Procedures and Roles included	Public
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	Senior level recruitment impacts all Corporate Plan outcomes.
<b>Does this proposal require extra revenue and/or capital spending?</b>	No
<b>If so, how much?</b>	N/A
<b>What is the source of Funding?</b>	N/A
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	N/A
<b>Report of:</b> Alison Littlewood, Executive Director of HR & Chief People Officer	For Decision
<b>Report author:</b> Cindy Vallance, Employee Experience Lead	

## Summary

The most recent procedures for member-led recruitment were written in 2016 and the tables listing applicable roles created in 2021. Given the adjustments to roles, organisational structures, and changes to committees over the last three years the existing procedures are now deemed as too complex, slow, and out of date.

Given the need to provide assurance and clarity on all aspects of recruitment to senior roles along with the requirement to act quickly to recruit for critical roles and to avoid the risk of losing outstanding candidates due to protracted or unclear procedures, this report outlines proposed updates to the member-led recruitment procedures and committee involvement.

This paper focuses on recommended adjustments to recruitment procedures for roles of Chief Officers / Senior Management Group Officers (SMG) and a small number of additional roles where appointments are member-led.

## Recommendation

Members are asked to:

1. Agree the recommendations for updated member-decided procedures as outlined in Appendix 1.
2. Agree roles where member-led recruitment is used.

3. Note that approval will also be required from the Policy and Resources Committee and the Court of Common Council before any changes can take effect.

## **Main Report**

### Background and current position

4. The current member-led recruitment procedures are from 2016. These procedures have been accompanied since 2021 (midway through the TOM process) by a CSC-approved list outlining committee responsibilities for recruitment to each role.
5. Over the past two years, significant changes have been made to officer titles, job role content and department functions have been adjusted. Committee name changes have also been made during this time. Other amendments reflect the governance requirements around scrutiny for roles that are Grade I and/or those that are salary benchmarked at £100K and above.
6. The recommended adjustments to member-decided procedures and associated tables have been updated and are enclosed in Appendix 1.

### Corporate and Strategic Implications

7. Strategic implications – Ensuring the appropriate engagement of Committees ensures good governance practices are maintained within City Corporation.
8. Financial implications – None.
9. Resource implications – Member-led recruitment is extremely resource-intensive; however, current resourcing is seen to be sufficient for all appropriate processes and decision-making to take place for Chief Officer & SMG recruitment.
10. Legal implications – There are no legal implications, beyond the need for adherence to governance requirements and the requirement to adhere to the Localism Act 2011.
11. Risk implications – Maintaining the status quo will result in lack of clarity for decision-making and processes and can be seen as a reputational risk in the eyes of candidates and other members of the City Corporation communities, employees, and members alike. At a practical level, since senior roles can take up to six months to appoint, lack of clarity or overly slow processes can also risk the loss of outstanding candidates, supporting the need to streamline procedures where possible.
12. Equalities implications – A robust decision-making process, transparent procedures and due care and attention to all aspects of equality, diversity and

inclusion ensures that discrimination and bias, even where unintentional, does not take place.

13. Climate implications – There are no climate implications.

14. Security implications – Security implications are taken into account for all roles requiring close scrutiny and appropriate pre-employment checks.

### Conclusion

15. The goal in providing revised procedures and a list for the roles to be included in member-led recruitment will provide assurance that appropriate decision-making and processes are followed and are up to date to enable speedier recruitment for critical roles.

### Appendices

Appendix 1: Recommendations: March 2024 Member-led Recruitment Procedures

Annex 1.1: Member-led Roles / Committee Table

Annex 1.2: Salary Setting Framework

Appendix 2: Existing State: 2016 and 2021 Member-led Recruitment Procedures

Annex 2.1: Report and Member-led Roles / Committee Table.

### Background Papers

None

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