

<b>Committee:</b> Establishment Committee	<b>Date:</b> 4 February 2016
<b>Subject:</b> Senior Officer Recruitment Procedure	<b>Public</b>
<b>Report of:</b> Director of Human Resources	<b>For Decision</b>
<b>Report Author:</b> Roger Farrington	

### Summary

This report is the final recommendation to establish a formal process for the Recruitment of certain Senior Officer roles.

This report includes a proposed procedure for Senior Officer Recruitment and the roles that have been identified to be covered by this procedure. Appendix 1. The procedure is broadly based on the current Chief Officer Recruitment procedure which is already well established.

### Recommendation

Members are asked to approve the procedure of the Senior Officer Recruitment

### Main Report

#### Background

1. At the October 2015 meeting Members were asked to consider a report from the Director of Human Resources in relation to recommendations in respect of Member involvement in the appointment of Senior Officers below the level of Chief Officer.
2. The Deputy Chairman advised the Committee that he had given this matter significant consideration, and had written to all Members of the Committee to provide them with his proposals for the recruitment of Seniors Officers. He explained that this proposal was that all Chief Officers, Senior Officers reporting directly to the Town Clerk & Chief Executive, or Senior Officers who reported to other Chief Officers, but who acted as the principal advisor to a Committee, Sub-Committee or Working Party should be appointed by panels led by or involving Members.
3. Members discussed this proposal, and agreed that it was not necessary for all Senior Officers acting as the principal advisor to Sub-Committees or Working Parties to be appointed by panels involving Members, although this would be appropriate for some Sub-Committees or Working Parties.
4. The Committee discussed the composition of appointment panels, and agreed that it would be the responsibility for the relevant Service Committee to determine the exact composition of panels for each appointment, although it was noted that

it was important that panels were kept to a reasonable size to ensure that arrangements for shortlisting and interview sessions were practical. However, it was agreed that the positions for which Member involvement on the Panel was required should be determined by the Establishment Committee through a Senior Officer Recruitment Policy.

5. The Committee also noted that all Members and Officers involved in the interview panel should be involved in the shortlisting process for applicants.
6. The Committee agreed that the principle of the Senior Officer Recruitment Policy be that the following officers are appointed through a panel led by Members or including Members:
  - a. Chief Officers (already covered by the Chief Officer Appointment Procedure and is member led)
  - b. Senior Officers reporting directly to the Town Clerk & Chief Executive
  - c. All Senior Officers reporting to other Chief Officers and act as principal advisor to a Grand Committee
  - d. Senior Officers reporting to other Chief Officers but who act as principal advisor to certain strategic Sub-Committees or Working Parties (the specific Sub Committees and Working Parties to be determined in consultation with Chief Officers and their Service Committees)
7. The Director of Human Resources was tasked with establishing a formal procedure for Senior Officer Recruitment and the roles that such a procedure would cover.
8. A first draft of a proposed procedure for Senior Officer Recruitment procedure was put to this committee in December 2015. This was agreed subject to some minor amendments:
  - a. Amending the determination of the level of Member involvement for Senior Officer Recruitment to be a joint decision between the Chief Officer and Service Committee Chairman.
  - b. Formalising the option for the Town Clerk to choose to be involved in the appointment panel.
  - c. Including the option for Members to be included on the appointment panel even on Officer led appointments.

### **Current Position**

9. The procedure has been revised and this is attached as Appendix 1.
10. This broadly follows the procedure that is already in place for Member led Recruitment for Chief Officers.

11. The Director of Human Resources has obtained from all Chief Officers the roles at Grade I and J that will be captured within the procedure. The list of roles is attached to the procedure at Appendix 2.

### **Options**

12. Not applicable.

### **Proposals**

13. Members are asked to agree the new procedure and the Senior Officer roles captured by the procedure.

### **Corporate & Strategic Implications**

14. Recruitment and retention of quality staff is a major requirement for the City of London and it is believed that this process will help enhance our recruitment at these senior positions.

### **Implications**

15. It is not anticipated introducing this procedure will have any adverse effect on the resource requirements for Senior Officer recruitment or create any undue delays in the recruitment process.

### **Appendices**

Appendix 1 – Procedure for Senior Officer Recruitment and roles captured under the process

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