

Recruitment of the Director of Law, Probity and Governance (DLPG) and Corporate Director of Resources (CDR)

Summary of Process Carried out to Date and Next Steps

1. Process to Date

Penna plc were selected from the Council's framework of recruitment consultants to assist in the recruitment to these two statutory posts.

Both posts were advertised in Municipal Journal on 9th October 2014 and the consultants also carried out the usual searches.

As is normal practice, Penna assessed the resulting applications and brought forward a recommended long-list for the Head of Paid Service and the Service Head, Human Resources and Workforce Development to consider, and agree, those candidates who should be invited to preliminary/technical interviews.

The preliminary interviews and technical assessments were carried out by Penna and the Head of Paid Service together with a selected 'technical assessor' with experience and expertise in the relevant field.

Preliminary interviews for DLPG were carried out on the 4th and 5th December. Those for CDR were carried out on 9th December with one candidate (who was unable to attend at that time) seen on 7th January.

The results of the preliminary interviews and technical assessments have been collated into reports by the recruitment consultants recommending those candidates who should be taken forward to final interview with Members of the Appointments Sub Committee. These reports have been shared in confidence with the Secretary of State's appointed Commissioners.

2. Next Steps and Involvement of the Secretary of State's Appointed Commissioners

<u>Step (Stage)</u>	<u>Process</u>	<u>Role of Commissioners</u>	<u>Status/scheduling</u>
Review and clearance of process carried out to achieve recommendations for short-listing	Review process to date and Penna's recommendations for candidates selected for final interview following preliminary interviews/technical assessments.	Commissioners, in conjunction with the Head of Paid Service, Service Head HR&WD and with the assistance of Penna have reviewed the process carried out so far and given clearance to proceed with Penna's recommended list of candidates to be invited to final interview.	Following Commissioners' clearance, steps to re-start recruitment process instigated 11.02.15
HR Committee	Formal decision to resume recruitment process, confirm further stages in process with timescales.	Commissioners to decide whether they wish to attend	HR Committee to be convened. 19.02.15
Appointments Sub Committee (ASC)	ASC to meet and receive Penna's recommendations for candidates to be invited to final interview.	Commissioners to attend ASC and have the opportunity to challenge any representation by Members to vary from the recommended list.	Target date 26.02.15 – Shortlisting for both LPG and CDR
Informal Meetings with Mayor and Group Leaders	Candidates to have informal (separate) meetings with Mayor and Group Leaders in presence of Service Head, HR&WD or Senior HR staff.	Commissioners to meet each candidate as part of this process (i.e informal separate meeting with each candidate)	Ideally to take place on day of ASC interviews, but can be arranged prior to interview with ASC
Wave and Hogan Assessments (If required)	<i>Wave Professional Styles Questionnaire</i> , a self-report questionnaire measuring motivation, talent and preferred culture against 36 dimensions of behavioural styles identified as	None envisaged	On line assessment to be carried between shortlisting and ASC interviews.

	being most related to occupational success. <i>Hogan Development Survey</i> ; a well-established tool that looks at the side of people that tends to be hidden and only reveals itself under certain circumstances, such as periods of stress or fatigue.		
Appointments Sub Committee (ASC)	ASC to carry out final interviews with short-listed candidates, receive results of any psychometric tests and select preferred applicant. References to be available to ASC.	Commissioners to attend ASC as observers and potential advisors on technical suitability of candidates.	Target date 9th March (LPG) Target date 10th March (CDR)
Post ASC	Review with Commissioners, Head of Paid Service and Service Head HR&WD	Commissioners to be given opportunity to discuss any areas of concern or confirm their and the Secretary of State's satisfaction with process and selection of candidate.	Ideally to coincide with Mayor and Executive 'opportunity to object' period.
Mayoral Review	Opportunity for the Mayor and the Executive to object to the appointment	None unless there is an objection	Two working days (max). Target date 13th March (LPG) Target date 16th March (CDR)
Appointments Sub Committee (ASC) (contingency)	In event of an objection, ASC to consider the objection	Commissioners to attend ASC as observers on process of determining the objection	Target date 23rd March (if needed)
Formal Notification	Letter to Commissioners and Secretary of State informing of the outcome of the recruitment processes	Commissioners to carry out any final consultation necessary with Secretary of State	Target date 26th March
Candidate Offer	Following an agreed appointment formal offer to be confirmed to candidate	None	Target date 27th March

