

Appendix 7

Statutory Officer Recruitment Action Plan (Director of Law, Probity and Governance, Corporate Director Resources and Head of Paid Service/Chief Executive)

Post	Current Status	Action	Assigned to	Timeframe
<p><b>Recruitment of Director of Law, Probity and Governance (Monitoring Officer) and Corporate Director Resources (S151 Officer)</b></p>	<p>Commissioners, in conjunction with the Head of Paid Service, Service Head HR&amp;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.</p>	<p>Following Commissioners' clearance, steps to re-start recruitment process instigated</p>	<p>Steve Halsey/Simon Kilbey</p>	<p>11.02.15</p>
		<p>Formal decision to resume recruitment process, confirm further stages in process with timescales.</p>	<p>HR Committee</p>	<p><b>Target date 19.02.15</b></p>
		<p>ASC receive Penna's recommendations for candidates to be invited to final interview. Commissioners to attend and have the opportunity to challenge any representation by Members to vary from the recommended list.</p>	<p>Appointments Sub Committee</p>	<p><b>Target date 26.02.15 – Shortlisting for both DLPG and CDR</b></p>
		<p>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.</p>	<p>Appointments Sub Committee</p>	<p><b>Target date 9<sup>th</sup> March (DLPG)</b> <b>Target date 10<sup>th</sup> March (CDR)</b></p>
		<p>Review with Commissioners, Head of Paid Service and Service Head HR&amp;WD. Commissioners to be given opportunity to discuss any areas of concern or confirm their</p>	<p>Steve Halsey/Simon Kilbey</p>	<p>Ideally to coincide with Mayor and Executive</p>

		and the Secretary of State's satisfaction with process and selection of candidate.		'opportunity to object' period.
		Opportunity for the Mayor and the Executive to object to the appointment.	Democratic Services	Two working days ( max). <b>Target date 13<sup>th</sup> March (DLPG)</b> <b>Target date 16<sup>th</sup> March (CDR)</b>
		In event of an objection, ASC to consider the objection. Commissioners to attend ASC as observers on process of determining the objection.	Democratic Services/ASC	<b>Target date 23<sup>rd</sup> March (if needed)</b>
		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.	Steve Halsey/Simon Kilbey/Commissioners	<b>Target date 26<sup>th</sup> March</b>
		Following agreed appointments formal offer to be confirmed to candidates.	Simon Kilbey	<b>Target date 27<sup>th</sup> March</b>
<b>Chief Executive/Head of Paid Service</b>		Active discussions with the Commissioners and HR Committee taking place to develop an appropriate process to achieve an appointment to meet the requirement of the Directions.		<b>Timeline to follow</b>