

1. Chief Executive Recruitment (External using Search Organisation)

Highlighted activity directly relates to a requirement set out in the constitution

Step	Activity
	PRE-ADVERT:
1	<p>Chief Executive and/or HR, OD & CE to brief Leader on situation referencing; reason for recruitment, role, grade, salary, and intended approach.</p> <p>Leader to consider who will form the Member Appointment Panel constituted in accordance with Constitution, Part 3, Chapter 1 County Council Standing Orders, Para 43 and Stakeholder Panel. Ensure that relevant bodies are included; for example for Public Health appointments, the Faculty of Public Health must be included.</p>
2	<p>Chief Executive and Director of HR, OD & CE, in consultation with the Leader, establishes timeline for recruitment activity and agrees with relevant search organisation, this to include anticipated activity and timeline including role of any necessary 'Expert' and anticipated Member Panel date.</p> <p>Note: timeline should include completion and agreement of Communications Plan.</p>
3	<p>Director of HR, OD & CE and relevant search organisation agree candidate briefing pack and advert with Chief Executive in consultation with the Leader as appropriate. (The briefing pack will include reference to; duties/qualifications etc and will be made available to any applicant on request. The briefing pack will also confirm that candidates and Members of the panel are prohibited from contacting each other regarding the appointment.)</p> <p>(Key note - doesn't need to be agreed with the leader, but activity needs to happen in 'consultation with the leader' to be compliant with Constitution, Part 3, Chapter 1 County Council Standing Orders, Para 43.8)</p>
4	<p>If outstanding, Chief Executive communicates their decision to leave to CMT and Leader communicates to Cabinet – both in strict confidence – and ahead of advert release.</p>

5	<p>Director of HR, OD & CE to confirm with Democratic Services the arrangements for proportionate representation of appointment panel in accordance with Constitution, Part 3, Chapter 1 County Council Standing Orders, Para 43.11</p> <p>Director of HR, OD & CE and search organisation liaise with the Leader to determine.</p> <ul style="list-style-type: none"> - Members Panel representation - for long listing, shortlisting and interviews. - Stakeholder Panel representation.
6	CX and/or Director of HR, OD & CE confirm timeline and associated activities with Monitoring Officer.
7	Director of HR, OD & CE to share candidate pack with Member Panel to ensure early visibility.
8	Search organisation places advertisement and progresses wider search activities.
	<i>POST ADVERT:</i>
9	Director of HR, OD & CE to contact those to be on the Stakeholder Panel and share with them the candidate pack (given role has now been advertised) to ensure early visibility.
10	Director of HR, OD & CE to set up regular calls with the Leader to keep updated on progress following advert.
11	Search organisation provide weekly updates to Chief Executive and AD HR+OD on search activities.
12	Director of HR, OD & CE shared updates with Leader (week 1)
13	Director of HR, OD & CE shared updates with Leader (week 2)
14	Director of HR, OD & CE shared updates with Leader (week 3)
15	Director of HR, OD & CE shared updates with Leader (week 4)

	<i>FOLLOWING CLOSURE OF ADVERT AND BEFORE MEMBER APPOINTMENT PANEL:</i>
16	Search organisation and Director of HR, OD & CE along with relevant 'expert' as necessary meet to select a recommended Long List (no requirement on size of list) from all applications received, subject to final sign off by Leader and Member Panel
17	Director of HR, OD & CE and search organisation meets with the Leader and the agreed Member Panel to review the recommended Long List and to confirm the final Long List for inviting to assessments to be undertaken by the Director of HR, OD & CE and search organisation.
18	Long listed candidates to be invited to a meeting with Director of HR, OD & CE and search organisation to assess suitability for role.
19	<u>Members Panel Meeting</u> to review outcome of Long List Interviews with Director HR, OD & CE and search organisation in order to agree short listed candidates to invite to Member Panel interview and associated activities e.g. psychometrics / stakeholder panel etc.
20	Director HR, OD, & CE and search organisation finalise briefing pack and share with both the Stakeholder Panel and the Member Panel.
21	Leader to undertake any pre-interview activities as agreed - Director of HR, OD & CE may join (decision of Leader and careful consideration to ensure no suggestion of bias or pre-determining future outcome).
	<i>MEMBER APPOINTMENT PANEL AND OUTCOME:</i>
22	Hold Stakeholder Panel and <u>Member Appointment Panel</u> Interviews. Stakeholder Panel Chair to report to Member Appointment Panel as agreed (either before formal Member Panel Interview or at the end of the day) but before decision making. Following both interviews of all candidates, the Member Panel will confirm proposed candidate for appointment by Full Council. See Constitution, Part 3, Chapter 1 County Council Standing Orders, Para 43.11.

23	Leaving Chief Executive (or acting Chief Executive) writes to Cabinet to inform them of the proposed candidate and the required period (time not specified in constitution but we apply 24 hours) for any objections to be raised. Constitution, Part 3, Chapter 1 County Council Standing Orders, Para 43.5
24	If objections are raised, then the appointer (The Appointment Panel) would need to consider and be satisfied that any objection received is not material or not well founded. Constitution, Part 3, Chapter 1 County Council Standing Orders, Para 43.5
25	Director of HR, OD & CE draft note of decision for Leader ahead of The Appointment Panel.
26	Democratic Services produces a report for approval of the proposed appointment at a meeting of Full Council (prepared by outgoing Chief Executive, Acting Chief Executive, or Director of HR, OD & CE). Constitution, Part 3, Chapter 1 County Council Standing Orders, Para 43.4
27	Full Council meet to consider and approve the appointment. Constitution, Part 3, Chapter 1 County Council Standing Orders, Para 43.4
28	Leader and/or Director of HR, OD & CE makes formal conditional offer of appointment to individual.