

## 2 Chief Officer and Deputy Chief Officer (Directors and DMTs) External Recruitment Process using a Search Organisation

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

Step	Activity
	<b><i>PRE-ADVERT</i></b>
1	HR Lead to agree role profile with Chief Executive or Director (as part of candidate pack).
2	Chief Executive or Director to brief Leader on situation referencing; reason for recruitment, role, grade, salary and intended approach. <b>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</b> and Stakeholder Panels (if needed). Ensure that relevant bodies are included; for example for Public Health appointments, the Faculty of Public Health must be included. (Note - the salary for CMT needs to be agreed by EHCC; however, authority for agreeing the salary for DMTs has been delegated to the Chief Executive in consultation with the Chairman of EHCC).
3	Chief Executive and/or Director with HR Lead establishes timeline for recruitment activity and agrees with relevant search organisation, this is to include anticipated activities and timeline including role of any necessary 'Expert' and Member Panel date which would be agreed with Leader.
4	HR Lead and Chief Executive and/or Director to agree candidate briefing pack and advert with Chief Executive in consultation with Leader or Executive Member 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.) (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 <b>Constitution, Part 3, Chapter 1 County Council Standing Orders, Para 43.8</b> )

5	<p>HR Lead to confirm with Democratic services the arrangements for proportionate representation of appointment panel  <b>Constitution, Part 3, Chapter 1 County Council Standing Orders, Para 43.11</b></p> <p>HR Lead to liaise with the Chief Executive/or Director and Leader to determine:  - Members Panel representation - for long listing, shortlisting and interviews.  - Stakeholder Panel representation (this may be alongside Officer interviews rather than Member Panel - to be decided dependent upon role).</p>
6	Chief Executive and/or HR Lead confirm timeline and associated activities with Monitoring Officer.
7	HR Lead (via DAMs) to liaise with Members Office to arrange Members Panel as determined by Leader.
8	HR Lead (via DAMs) to share candidate pack with Member Panel to ensure early visibility.
9	Search organisation places advertisement and progresses wider search activities.
	<b><i>POST ADVERT:</i></b>
10	HR Lead 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.
11	HR Lead to set up regular calls with the Chief Executive/ Director to keep updated on progress following advert.
12	Search organisation provide weekly updates to Chief Executive/ Director/ HR Lead on search activities
13	HR Lead to call/ share update with Chief Executive/ Director (week 1)
14	HR Lead to call/share update with Chief Executive/ Director (week 2)
15	HR Lead to call/share update with Chief Executive/ Director (week 3)

16	HR Lead to call/share update with Chief Executive/ Director (week 4)
	<b><i>FOLLOWING CLOSURE OF ADVERT AND BEFORE MEMBER APPOINTMENT PANEL:</i></b>
17	Search organisation, HR Lead, Chief Executive or Director along with relevant 'expert' as necessary, meet to select a Long List (no requirement on size of list) from all applications received.
18	HR Lead (and/or 'expert'), with search organisation to meet with agreed long listed candidates to assess suitability and prepare a subsequent report of assessments to be shared with Chief Executive/ Director and Member Panel to determine short list.
19	Chief Executive/ Director, HR Lead and search organisation meet with Member Panel to update them on progress of recruitment activity so far and agree the recommended short-list to be invited to the Officer Panel. Those selected will then be invited to the Officer Panel interview activities as agreed at the beginning of the process.
20	Pre-officer/stakeholder interview activities as agreed to be undertaken e.g. psychometrics.
21	Officer and Stakeholder interviews take place.
22	Chief Executive/ Director, HR Lead to meet with Member Panel to brief on outcome of Officer Panel interviews and make recommendations as to those to be called for formal Member Appointment Panel
23	Member Panel invite list agreed and invites sent to applicants.
24	HR Lead, Chief Executive/Director and Search organisation finalise briefing pack and share with the Member Panel.
	<b><i>MEMBER APPOINTMENT PANEL AND OUTCOME:</i></b>
25	Hold Member Panel Interviews and confirm appointment decision.

<b>26</b>	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.
<b>27</b>	If objections are raised, then the appointer (Member Panel) would need to consider and be satisfied that any objection received is not material or not well founded.
<b>28</b>	Chief Executive/Director confirms appointment with individual.
<b>29</b>	Include in next report to EHCC as an update.