

4 Chief Officer/ Deputy Chief Officer (Directors/ DMTs) – Internal Advert

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

Step	Activity
	PRE ADVERT:
1	HR Lead to agree role profile with Chief Executive or Director (as part of candidate pack).
2	<p>Chief Executive or Director to brief Leader on situation referencing; reason for recruitment and why an internal advert only approach is being taken, role, grade, salary and intended approach. Leader to consider who will form the Member Appointment Panel 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.</p> <p>(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).</p>
3	Chief Executive and/or Director with HR Lead to confirm if there is to be a role for an 'expert' and to confirm the Member Panel date (to be agreed with Leader).
4	<p>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 confirmation 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' in order to be compliant with Constitution, Part 3, Chapter 1 County Council Standing Orders, Para 43.8)</p>

5 HR Lead to confirm with Democratic Services the arrangements for proportionate representation of appointment panel
Constitution, Part 3, Chapter 1 County Council Standing Orders, Para 43.11

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).

6	Chief Executive and/or HR Lead confirm timeline and associated activities with Monitoring Officer.
7	HR Lead 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	HR Lead, with HCC Recruitment lead places advertisement / arranges process for issuing of candidate briefing pack.
	<i>POST ADVERT:</i>
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	HCC Recruitment Lead provides weekly updates to HR Lead/Chief Executive/Director, including early visibility of all applications received.
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).
	<i>FOLLOWING CLOSURE OF ADVERT AND BEFORE MEMBER APPOINTMENT PANEL:</i>
17	CX/Director and Officer Panel and HR Lead meet to agree recommended short-list.
18	CX/Director and HR Lead meet with Member Panel to update on recruitment activity to date and to agree short-list for Officer Panel and Stakeholder panel interviews.

19	Pre- officer/stakeholder interview activities as agreed to be undertaken e.g. psychometrics.
20	Officer Panel and Stakeholder Interviews take place and recommended candidates agreed to be called to Final Member Appointment Panel.
21	Chief Executive/ Director, HR Lead to meet with Member Panel to brief on recommended outcome of Officer Panel and Stakeholder Panel interviews <u>in order to enable Member Panel to confirm</u> final shortlist to be invited to Member Panel.
22	Final short list agreed, and invites sent to invite applicants to Member Panel.
23	HR Lead, Chief Executive/Director and HCC Recruitment Lead to finalise briefing pack and share with the Member Panel.
	<i>MEMBER APPOINTMENT PANEL AND OUTCOME:</i>
24	Hold Member Panel Interviews (including stakeholder panel if required) and confirm appointment decision.
25	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.
26	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.
27	Chief Executive/Director confirms appointment with individual.
28	Include in next report to EHCC as an update (not essential, good housekeeping).