

ABERDEEN CITY COUNCIL

COMMITTEE	Finance Policy and Resources
DATE	23 April 2015
DIRECTOR	Chief Executive
TITLE OF REPORT	Amendments to the Recruitment Process for Director of Corporate Governance
REPORT NUMBER	CG/15/51
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

This report seeks approval for proposed amendments to the recruitment process for the post of Director of Corporate Governance.

2. RECOMMENDATION(S)

The Committee is requested to:

- (1) Suspend Standing Order 47 as necessary to permit the introduction of the proposals contained in this report and amend the normal recruitment process solely for the current recruitment of the Director of Corporate Governance to require the Appointments Panel to determine a long-leet of up to 10 candidates;
- (2) Agree to a panel of Senior Managers chaired by the Chief Executive to undertake a screening interview of all long leeted candidates and reduce the long-leet down to up to 6 candidates who will be invited to attend an assessment centre followed by a interview by the Appointments Panel; and
- (3) Authorise assessment centre panels, where there is a consensus that a candidate is viewed as “not appointable”, to halt that candidate’s participation in the process and to inform them that they will not proceed to interview by the Appointment Panel.

3. FINANCIAL IMPLICATIONS

- 3.1 If the above recommendations are approved it is likely there will be some additional travel cost claims from candidates but it is expected that these will be relatively modest and can be accommodated within existing budgetary provision.

4. OTHER IMPLICATIONS

None

5. BACKGROUND/MAIN ISSUES

- 5.1 The Urgent Business Committee will be aware that there have been two unsuccessful attempts to fill the post of Director of Corporate Governance. The Appointment Panel has decided on both occasions that the candidates that made it through to interview were not of the appropriate standard to appoint.
- 5.2 In order to try and avoid the situation happening again the process has been looked at to see what can be improved. What is apparent is that some of the candidates although meeting the requirements of the job profile on paper did not match up when tested. Therefore to avoid a further repetition of putting what are clearly unsuitable candidates before the Appointment Panel it is proposed to introduce a long listing stage in the recruitment process.
- 5.3 The process will be normal for executive search and for the Appointment Panel to receive and consider all applications for the post but rather than short-leeing up to 6 candidates, it is proposed that the Appointment Panel agrees a long-leet of up to 10 candidates who meet the requirements of the job profile. The long-leet will be interviewed by a panel of Senior Managers (chaired by the Chief Executive) to determine whether their application should go forward to the assessment centre stage of the selection process.
- 5.4 The assessment centre will be organised as normal with up to 6 candidates the day before the interviews. However, should there be a consensus from the outcome of the Panels that make up the assessment centre that a candidate is “not appointable”, their participation in the selection process will end at this juncture and they will not go forward to the Appointment Panel interview the next day.
- 5.5. It is suggested that this process will screen out the weaker and “not appointable” candidates and save valuable time and resources and hopefully will make a non-appointment more unlikely. Only those candidates that have demonstrated to be of sufficient quality will make it through to the Appointment Panel interview.
- 5.6 As this process is only being applied to the current vacancy, it will be necessary to suspend Standing Order 47 as appropriate to allow these changes to be implemented.

6. IMPACT

- 6.1 Recruitment to Chief Official positions are the responsibility in Standing Orders of elected members. The proposed revisions to the process will permit a panel of Senior Managers chaired by the Chief Executive to screen out inappropriate or less strong candidates. Furthermore, it provides for the assessment centre feedback to be used to rule out a candidate whose performance, where it is the consensual view of the assessment centre panels, would make them unappointable.

7. RISK MANAGEMENT

- 7.1 The main risk in making changes to the procedure is giving Officers a part in the decision making process where a long-leeting panel or a consensual position reached at the assessment centre which would rule out a candidate. There is a contrary point of view that this increased scrutiny of candidates will improve the decision making process and better manages the risk of wasting time, resources and getting to a situation of not making an appointment.

8. BACKGROUND PAPERS

None

9. REPORT AUTHOR DETAILS

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