

# Subject: Chief Officer-Recruitment Process

**Report to: Oversight Committee**

**Report of: Assistant Director, Human Resource and Organisational Development**

**Date: 1 March 2018**

**This report will be considered in public**

## 1. Summary

- 1.1 The current Head of Paid Service (HoPS), Jeff Jacobs, recently announced his retirement.
- 1.2 Recruitment is currently underway to fill the position and it is the purpose of this paper to update the Committee on the process and progress to date, and seek approval to establish an advisory panel to undertake shortlisting and interviews for the Chief Officer role, concurrently with the Mayor's representative(s). The panel will, then make a recommendation to the Mayor and Assembly regarding an appointment to that role.

## 2. Recommendations

- 2.1 **That the process being followed to recruit a Chief Officer and progress to date be noted; and**
- 2.2 **That, in accordance with the Protocol for the Appointment of Statutory Officers, an advisory panel with the membership set out at paragraph 4.8 of this report be established to undertake, concurrently with the Mayor's representative(s), shortlisting and interviews for the Chief Officer role and make a recommendation to the Mayor and Assembly regarding an appointment to that role.**

## 3. Background

- 3.1 Jeff Jacobs announced his retirement on 8 January 2018.
- 3.2 The Assistant Director, Human Resources and Organisational Development (HR and OD) was asked to commence a consultation process with Assembly Members and the Mayor's Chief of Staff seeking views on the role and on the recruitment process to be followed, noting that the appointment is made jointly by the Mayor and the Assembly.
- 3.3 These consultations were informed by the Protocol for Appointment of Statutory Officers (**Appendix 1**).

- 3.4 The Assistant Director met with the Chair of the Assembly, Group Leaders and the Mayor's Chief of Staff. A further meeting was held with this group at which it was agreed that an external competition would be launched and an executive search firm would be engaged to support the recruitment process.
- 3.5 Assembly Members and the Mayor agreed that the title of the position going forward should be Chief Officer, rather than Head of Paid Service, as this has more resonance across stakeholders and partners.

#### **4. Issues for Consideration**

- 4.1 Gatenby Sanderson has been engaged to support the recruitment process and a job profile has been approved (**Appendix 2**).
- 4.2 A job advertisement has also been approved and is at **Appendix 3**.
- 4.3 The position was to be advertised on 18 February 2018 in the *Sunday Times*, in print and on-line; the *Guardian Society* on 21 February 2018, online; and the *Municipal Journal* in print on 22 February and 1 March 2018 in print. The closing date will be 9 March 2018.
- 4.4 Gatenby Sanderson together with the Assistant Director, HR and OD, will then conduct first round interviews.
- 4.5 The GLA's Protocol for the Appointment of Statutory Officers provides that, where a statutory officer post is advertised, the Mayor and the Assembly (through its staffing committee) shall approve the arrangements for the selection of a shortlist of qualified applicants to be interviewed and that the staffing committee will establish an advisory panel to undertake the interviews, concurrently with a mayoral representative(s), and make a recommendation regarding appointment, noting that appointments to statutory officer posts are joint decisions of the Mayor and full Assembly.
- 4.6 The Protocol envisages that the advisory panel established by the Assembly's staffing committee will be politically proportional in terms of its membership. However, advisory panels are not required to be politically proportional, and indeed the Assembly has agreed to disapply strict proportionality to its committee structure for the 2017/18 year.
- 4.7 The GLA Oversight Committee is the London Assembly's designated staffing committee and its terms of reference include, at section A3:  
  
"Noting that it is a joint decision with the Mayor, to make recommendations to the London Assembly on appointments to the posts of the three statutory officers (Head of Paid Service, Monitoring Officer and the Chief Finance Officer) and on the terms and conditions of employment for those posts."
- 4.8 The Committee is therefore now asked, in accordance with the Protocol, to establish an advisory panel to undertake, concurrently with the Mayor's representative(s), shortlisting and interviews for Chief Officer and to then make a recommendation regarding an appointment to that role to the

Mayor and full Assembly. Assembly Groups have indicated informally that they would not wish the membership of the panel to be politically proportional, but instead to comprise: all Assembly Group leaders, the Chair of the Assembly and Caroline Pidgeon AM, to ensure that the panel has a broad membership. The Committee is therefore now asked to endorse that proposal.

- 4.9 It is proposed that interview reports will be compiled and shared with the Advisory Panel who will meet on 22 March 2018 to confirm the shortlist with interviews to be conducted in mid April 2018.
- 4.10 The appointment will require a decision at a full Assembly meeting and a Mayoral Decision in order to confirm the successful candidate.

## **5. Legal Implications**

- 5.1 The Committee has the power to do what is recommended in this report.

## **6. Financial Implications**

- 6.1 There are no financial implications for the purposes of this report.

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### **List of appendices to this report:**

Appendix 1 – Protocol for Appointment of Statutory Officers  
Appendix 2 – Chief Officer Job Profile  
Appendix 3 – Chief Officer Job Advertisement

<b>Local Government (Access to Information) Act 1985</b>
List of Background Papers: None
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