



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

17 September 2018

[REDACTED]

[REDACTED]

I write with reference to your request dated 19 August 2018 reference CA16

Please find the response provided below.

I hope this information is helpful but if you are unhappy with the service you have received in relation to your request, please let me know.

Question:

- Copies of advertisements with dates of appearance and publications and websites on which they appeared
- The brief provided to recruitment and search agencies and which ones it was provided to
- Any other methods that were used to elicit candidates
- Who set and who agreed the candidate sourcing strategy
- The specific source amongst the above through which the appointed candidate was identified
- The job and person specification for the appointment
- The application form and curriculum vitae submitted by the appointed candidate
- The names of those who took the decision to appoint; the dates they met to discuss this appointment and interview candidates; and minutes of their meetings; record of delegation of power to make the appointment
- The name of any external advisor in relation to the specific professional competences of candidates and required by any appointee
- The remuneration and benefits agreed between the Combined Authority and the appointed candidate and the terms of termination in respect of both parties
- Interests declared by members of the appointing group

Answer:

The job was advertised in the Times, the Guardian, the Telegraph and LinkedIn pointing potential candidates to a recruitment microsite on the CPCA website

<http://www.cambspeterboroughca.co.uk/the-roles/>

The deadline for applications was 9 am on 6 June, 2018, all 14 applications were received before the deadline.

The recruitment process itself was devised by the Combined Authority's Human Resources lead with assistance from Penna, a national recruitment agency with a specialism in local government. All applications were made to Penna, no direct applications were considered. All 14 candidates submitted a written application by the deadline including the appointed candidate.

The sourcing strategy was set and agreed by the Combined Authority's Human Resources lead. Mayor James Palmer, Deputy Mayor Councillor Charles Roberts and Councillor Ryan Fuller made up the final interview panel and their decision was reached on 29 June.

Register of interests are a matter of public record and available on the website <http://cambridgeshirepeterborough-ca.gov.uk/>

The salary band for the post is: £113, 416 to £132, 019.

Please find attached the job description and person spec as requested.

I hope this information is helpful but if you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review, you should write to us via our contact us email address – contactus@cambridgeshirepeterborough-ca.gov.uk or write a letter to Complaints, Cambridgeshire and Peterborough Combined Authority, c/o Scrutiny Officer, The Grange, Nutholt Lane, Ely CB7 4EE within 40 days of the date of this e-mail.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, or via their website: <https://ico.org.uk/>

Generally, the ICO will not undertake a review or make a decision on a request until the internal review process has been completed.

Yours sincerely



Erin Mitchell
Interim Head of Communications and Information

Attached: Job description and person spec