

Dear Colleagues,

During the April 18<sup>th</sup>, 2023 meeting of the Strategic Priorities and Policy Committee, I committed to reporting back to Committee members on a fair and equitable interview process for five candidates vying for appointment to the London Police Services Board.

Since that time, I have received feedback from the City Manager, the Clerk, ARAO Division, and People Services on how best to proceed. Based on their advice, I propose we proceed as follows:

**Training prior to interviews:**

- People Services and ARAO Division will offer a combined 3-hour training session that covers unconscious bias and the foundations of ARAO. This would be tailored for the specifics of interviewing.
- I strongly encourage any Council member participating in the interview process receive this training.

**Interview process:**

- In-camera
- Have a single neutral person to ask the questions. Given this is potentially a panel of 15 people, having a single person asking the questions helps to ensure consistency in how the questions are asked, the order, etc. It also gives the interviewee a clear place to focus. It is my view that the Clerk should serve this role as the most neutral party, and likely the least intimidating.
- Consistency is key – same approach to each interview in terms of time allocations for the interviews, introductory remarks, order of questions, handling of additional questions, etc.

**Interview questions:**

- People Services, the Clerk, and the London Police Services Board have all provided advice on types of questions. I will circulate a list of those suggested questions to Committee members for review.
- Questions should be provided to candidates in advance. This is an equity best practice. It is level setting particularly for those where English is not the first language. There is no advantage to anyone in getting the questions in advance, but there is clear disadvantage to some if that does not happen.

The approach outlined above is one I fully endorse, and, as previously mentioned, is the result of feedback sought from the City Manager, the Clerk, ARAO Division, and People Services. It is my hope that the Committee will similarly endorse this process, allowing us to proceed in a timely manner with interviews for the LPSB appointment.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Morgan', with a long horizontal flourish extending to the right.

Josh Morgan, Mayor