

## Matrix of panel composition for Chief Executive, Director and Head of Service posts in Belfast City Council (Chief Officer posts)

Post	Recruitment plan e.g. Member nominees/ timetable/ method of recruitment etc	Recruitment documentation e.g. advert / employee specification / applicant pack etc	Short-listing			Interview preparation e.g. presentation topic / interview questions / assessment ratings etc	Final Interview
			Long-listing (if required)	Short-listing	Assessment Centre		
<b>Chief Executive</b>	LGSC and Strategic P&R Committee	LGSC	Short-listing Panel	<ul style="list-style-type: none"> <li>Mayor or Chair of appropriate committee</li> <li>2 other elected members e.g. Chairs of Principal Committees from political parties not already represented by the Mayor or Chair</li> <li>Chairperson of LGSC</li> <li>Chief Executive of LGSC</li> <li>LGSC Observer*</li> </ul> <i>(Chair = Chairperson of LGSC)</i>	All panel members and members of committee may attend	Short-listing Panel	<ul style="list-style-type: none"> <li>Mayor or Chair of appropriate committee</li> <li>4 to 7 other elected members e.g. Chairs of Principal Committees from political parties not already represented by the Mayor or Chair</li> <li>Chairperson of LGSC*</li> <li>Chief Executive of LGSC*</li> <li>2 Professional Assessors*</li> </ul> <i>(Chair = Mayor or Chair)</i>
<b>Director</b>	Controlling Committee	<ul style="list-style-type: none"> <li>Chair of controlling committee</li> <li>Chief Executive</li> <li>Head of HR</li> </ul>	Short-listing Panel	<ul style="list-style-type: none"> <li>Chair of controlling committee</li> <li>Deputy Chair and one other elected member from political parties not represented by Chair</li> <li>Chief Executive</li> <li>Director</li> <li>Professional Assessor*</li> <li>LGSC Observer*</li> </ul> <i>(Chair = elected by panel)</i>	All panel members and members of committee may attend	Short-listing Panel	<ul style="list-style-type: none"> <li>Chair of controlling committee</li> <li>Deputy Chair and one other elected member from political parties not represented by Chair</li> <li>Chief Executive</li> <li>Director</li> <li>Professional Assessor*</li> <li>LGSC Observer*</li> </ul> <i>(Chair = elected by panel)</i>
<b>Head of Service</b>	Controlling Committee	<ul style="list-style-type: none"> <li>Chair of controlling committee</li> <li>Chief Executive or Director</li> <li>Head of HR</li> </ul>	Short-listing Panel	<ul style="list-style-type: none"> <li>Chair of controlling committee</li> <li>2 other elected members from political parties not represented by Chair</li> <li>Chief Executive or Director</li> <li>Director</li> <li>Professional Assessor*</li> <li>LGSC Observer*</li> </ul> <i>(Chair = elected by panel)</i>	All panel members and members of committee may attend	Short-listing Panel	<ul style="list-style-type: none"> <li>Chair of controlling committee</li> <li>2 other elected members from political parties not represented by Chair</li> <li>Chief Executive or Director</li> <li>Director</li> <li>Professional Assessor*</li> <li>LGSC Observer*</li> </ul> <i>(Chair = elected by panel)</i>

## NOTES:

- (1) Community background balance to be provided by elected members.
- (2) Gender balance to be provided across the panel.
- (3) In the case of Chief Executive, the administration and response management for the recruitment campaign will be handled by the LGSC (the short-listing panel will be chaired by the Chairperson of the LGSC.
- (4) Special arrangements exist for BCC director and heads of service posts in that 3 (not 2) elected members can constitute recruitment panels.
- (5) \* = no voting rights.

(Jan 2009)

