



Subject:	Recruitment of Chief Officers
Date:	26th June, 2023
Reporting Officer:	Christine Sheridan, Director of Human Resources
Contact Officer:	Christine Sheridan, Director of Human Resources

Restricted Reports	
Is this report restricted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If Yes, when will the report become unrestricted?	
After Committee Decision	<input type="checkbox"/>
After Council Decision	<input type="checkbox"/>
Sometime in the future	<input type="checkbox"/>
Never	<input type="checkbox"/>

Call-in	
Is the decision eligible for Call-in?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

1.0	Purpose of Report/Summary of Main Issues
1.1	The Committee will be aware that Lisa Caldwell, the current Director of External Affairs, Marketing and Communications will be leaving the Council in August 2023.
1.2	The purpose of this report is: <ul style="list-style-type: none">(i) to seek approval to recruit this post on a replacement basis and for the constitution of the selection panel to comprise the Deputy Chief Executive (or her nominee) and a Council Director, along with three Elected Members from the Strategic Policy and Resources Committee;(ii) to seek approval to retitle the post to Director of Communications, Marketing and External Affairs;(iii) to inform the Committee that, due to the timing issues, the Chief Executive has taken the decision under delegated authority, after consultation with the Party

	<p>Group Leaders, to proceed with advertising the job on 29th and 30th June 2023 so that it can be advertised earlier;</p> <p>(iv) to agree the proposed timeline for the recruitment of the following Chief Officer posts: Strategic Director of City Operations, Strategic Director of Place and Economy and City Solicitor/Director of Legal and Civic Services; and</p> <p>(v) to seek permission to retitle the post of Director of Physical Programmes/Physical Programmes Department to Director of Property and Projects/ Department of Property and Projects.</p>
2.0	Recommendations
2.1	It is recommended that the title of the above post is changed to Director of Communications, Marketing and External Affairs.
2.2	It is recommended that the post of Director of Communications, Marketing and External Affairs be recruited on a permanent basis and that the Selection Panel for the post comprise the Chairperson of the SP and R Committee: the Deputy Chairperson of the SP and R Committee (or their nominees); and one additional elected member from the SP and R Committee from a Political Party not already represented by the Chair and Deputy Chair; along with the Deputy Chief Executive and the Director of Human Resources.
2.3	It is important that the Elected Members nominated to constitute the selection panel for this post provide a balance where practicable in terms of both gender and community background.
2.4	The Committee is also asked to agree the proposed recruitment timeline for the posts of Strategic Director of City Operations, Strategic Director of Place and Economy and City Solicitor/Director of Legal and Civic Services.
2.5	It is recommended also that the title of the Director of Physical Programmes is changed to Director of Property and Projects and that the Department is renamed to reflect this change.
3.0	Main Report
3.1	The post of Director of Communications, Marketing and External Affairs will be publicly advertised in accordance with the Local Government Staff Commission's Code of Procedures on Recruitment and Selection.

3.2 **Recruitment Timetable – Director of Communications, Marketing and External Affairs**

Public Advertisement / Closing Date	Thursday 29th and Friday 30th June 2023/ Monday 31 July 2023
Panel Short-listing Meeting (Stage 1)	*Tuesday 8th August 2023, 10 am to 12 noon
Virtual Assessment Centre	Tuesday 15th August 2023 (all day)
Outcome of Assessment Centre (Stage 2)	*Tuesday 22nd August 2023, 10 am to 12 noon
Final Interviews	*Thursday 31st August 2023 (all day)

3.3 *Elected Members will be required to attend on these three key meeting dates. Elected Members may also be required to attend a 2-hour R&S training course on non-discriminatory R&S techniques in advance of these meeting dates. An observer from the Local Government Staff Commission (LGSC) and a Professional Assessor may also attend these meetings but they will not have any voting rights.

3.4 The selection panel will have the authority to make this appointment and the outcome of the recruitment and selection process will be reported back to the SP and R Committee and full Council for notation.

3.5 The proposed recruitment timelines for the posts of Strategic Director of City Operations, Strategic Director of Place and Economy and City Solicitor/Director of Legal and Civic Services are as follows:

Strategic Director of City Operations	Public Advertisement 7th and 8th September 2023 Closing Date 29th September 2023
Strategic Director of Place and Economy	Public Advertisement 7th and 8th September 2023 Closing Date 29th September 2023
City Solicitor/Director of Legal and Civic Services	Public Advertisement and Closing Date: January 2024

	<u>Financial and Resource Implications</u>
3.6	There are no financial or resource implications associated with this report as the posts have already been budgeted for in the revenue estimates and any quotes for Assessment Centres will be managed in line with the Council's agreed procurement thresholds.
	<u>Equality or Good Relations Implications/Rural Needs Assessment</u>
3.7	There are no equality, good relations or rural needs implications associated with this report. These posts will be recruited in full accordance with the LGSC's Code of Procedures on Recruitment and Selection and be conducted in a fair, systematic and objective manner with all appointments based strictly on the merit principle.
4.0	Documents Attached
	None.