



Subject:	Chief Officer Recruitment
Date:	19 January 2024
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"/>
Some time 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 or Summary of Main Issues
1.1	Members will be aware that there are 3 permanent Director level posts which are vacant and due to be recruited in the coming months.
1.2	The purpose of this report is to seek permission to recruit the post of Director (Operational) of City and Neighbourhood Services, (two posts) and City Solicitor/Director of Legal and Civic Services and for the constitution of the selection panels to comprise the Chief Executive (or his nominee) and a Council Director, along with three Elected Members from the Council's SP&R Committee.
2.0	Recommendations
2.1	It is recommended that the post of Director (Operational) of City and Neighbourhood Services, (two posts) and City Solicitor/Director of Legal and Civic Services be recruited on a permanent basis and that the selection panels for the posts comprise the Chairperson of the SP&R Committee: the Deputy Chairperson of the SP&R Committee (or their

2.2	<p>nominees); and one additional elected member from the SP&R Committee from a political party not already represented by the Chair and Deputy Chair; along with the Chief Executive (or his nominee) and a Council Director.</p> <p>It is important that the Elected Members nominated to constitute the selection panels for these posts, provide a balance where practicable in terms of both gender and community background.</p>										
3.0	Main report										
3.1	<p>The posts of Director (Operational) of City and Neighbourhood Services, (two posts) and City Solicitor/Director of Legal and Civic Services will be publicly advertised in accordance with the Local Government Staff Commission’s Code of Procedures on Recruitment & Selection.</p>										
3.2	<p>A recent exercise undertaken to analyse where BCC job applicants became aware of BCC job opportunities in 2022/2023 has proved that hard copy print of job adverts in local newspapers is no longer an effective recruitment source or an effective return on investment for BCC. As a result, it was agreed by the SP&R Committee in August 2023 that the recruitment for the two Strategic Director posts would not be advertised in the local papers and advertised more widely on sources that have proved to be effective such as the Council’s own website, online job boards and social media etc. Following completion of the two previous Strategic Director recruitments, elected members are asked to agree that Chief Officer posts will not be advertised in local papers, going forward.</p> <p>The hard copy print of all other BCC job adverts will continue to appear in the three local papers and this will be kept under review.</p>										
3.3	<p>Recruitment Timetable – Director (Operational) of City and Neighbourhood Services (two posts)</p> <table border="1" data-bbox="276 1563 1465 2074"> <tr> <td data-bbox="276 1563 815 1666">Public Advertisement / Closing Date</td> <td data-bbox="815 1563 1465 1666">Friday 2 February 2024/ Friday 16 February 2024</td> </tr> <tr> <td data-bbox="276 1666 815 1769">Panel Short-listing Meeting (Stage 1)</td> <td data-bbox="815 1666 1465 1769">*Thursday 22 February 2024 from 2pm to 4pm</td> </tr> <tr> <td data-bbox="276 1769 815 1872">Virtual Assessment Centre</td> <td data-bbox="815 1769 1465 1872">Thursday 29 February 2024 (all day)</td> </tr> <tr> <td data-bbox="276 1872 815 1975">Outcome of Assessment Centre (Stage 2)</td> <td data-bbox="815 1872 1465 1975">*Thursday 7 March 2024 at 10am</td> </tr> <tr> <td data-bbox="276 1975 815 2074">Final Interviews</td> <td data-bbox="815 1975 1465 2074">*Friday 15 March 2024 (all day required at the minute)</td> </tr> </table>	Public Advertisement / Closing Date	Friday 2 February 2024/ Friday 16 February 2024	Panel Short-listing Meeting (Stage 1)	*Thursday 22 February 2024 from 2pm to 4pm	Virtual Assessment Centre	Thursday 29 February 2024 (all day)	Outcome of Assessment Centre (Stage 2)	*Thursday 7 March 2024 at 10am	Final Interviews	*Friday 15 March 2024 (all day required at the minute)
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3.4	<p>*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.</p> <p>Both selection panels will have the authority to make these appointments and the outcome of the recruitment and selection processes will be reported back to SP&R and full Council for notation.</p>										
	<u>Financial & Resource Implications</u>										
3.5	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>										
3.6	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	Appendices – Documents Attached										
	None.										