



Belfast City Council

Report to:	Strategic Policy and Resources Committee
Subject:	Replacement Retirement of Director of Corporate Services
Date:	21 November 2008
Reporting Officer:	-Peter McNaney, Chief Executive
Contact Officer:	-Jill Minne, extension 3220

Relevant Background Information

The Director of Corporate Services is scheduled to retire in June 2009. Members are aware that a review of the centre of the organisation is ongoing. This will help to define the specific purpose, functions and responsibilities of the replacement post. Arrangements however, need to be put in place now to ensure the effective recruitment of this post in early 2009.

Key Issues

The nature of this post means it will be necessary to adopt a proactive approach to recruitment. This will include executive search which typically involves researching market conditions; identifying and encouraging suitably experienced applicants; a dedicated website for the role; providing impartial advice on the role; answering applicants' queries; following-up initial candidate interest; handling responses; and conducting an initial sifting exercise to present to the council's selection panel.

[The purpose of executive search is to ensure that there is a good field of able candidates for this critical role. The appointment itself is made on merit in accordance with the Council's normal recruitment and selection procedure. Council policy made in accordance with guidance given by the statutory Code of Employment Practice issued by the Local Government Staff Commission provides that Following that, the council's normal recruitment and selection procedures will apply.](#)

~~As previously agreed by the P&R (Personnel) Sub-Committee,~~ the selection panel for such posts should comprise the Chair, Deputy Chair, two ~~E~~elected ~~M~~members and the Chief Executive. (Community balance is to be provided across the ~~E~~elected ~~M~~members and gender balance is to be provided across the panel.) A non-voting Local Government Staff Commission professional assessor/observer should also be in attendance.

Recommendations

It is recommended that:

- (i) the procurement process is initiated to engage assistance with executive search to encourage the strongest field possible for the post;
- (ii) ~~C~~committee agree ~~E~~elected ~~M~~members' nominees to comprise the selection panel; ~~and~~
- (iii) the Chair and Deputy Chair agree the recruitment plan and documentation with the

Chief Executive; and
(iv) the selection panel have delegated authority to make the appointment with the outcome being reported back to Committee for Members' notification..-

Resource Implications

The cost of executive search ~~can range from £13,000 to £25,000 and will be~~ will be subject to a four quote specification process ~~based on quality and price and will be within the limit set for delegated authority.~~ based on quality and price and will be within the limit set for delegated authority. The tenders will be discussed with the Chair and Deputy Chair of the Committee..-