



Belfast City Council

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| Report to: | Strategic Policy and Resources Committee |
| Subject: | Recruitment of Head of Information Services Belfast |
| Date: | 15th April, 2011 |
| Reporting Officer: | Julie Thompson, Director of Finance and Resources, ext 6083 |
| Contact Officer: | Jill Minne, Head of Human Resources, ext 3220 |

Relevant Background Information

The current Head of Information Services Belfast (ISB), Rose Crozier, was successful in her application for the post of Assistant Director of Parks and Leisure and will take up post with effect from Monday 18th April, 2011. Members will be aware that the post of Head of ISB is currently being filled on a temporary basis by the two IS Portfolio Managers who are jointly acting up to the position.

Consequently, arrangements now need to be put in place to recruit a replacement post-holder on a permanent basis.

Key Issues

The appointment for the Head of ISB will be made in accordance with the Council's normal recruitment and selection procedure.

In accordance with Local Government Staff Commission (LGSC) guidance, the selection panel should comprise the Chair and Deputy Chair (or their nominees) and another member of the committee (from a political party not represented by Chair or Deputy Chair) along with the Director of Finance and Resources and another chief officer.

The entire panel needs to be representative of gender and community background with all panel members having attended recent training on the council's recruitment and selection procedures. An observer from the Local Government Staff Commission and a professional assessor may also be in attendance but will have no voting rights.

Recommendations

It is recommended that:

- (a) the post of Head of ISB be recruited on a permanent basis through external advertisement and public competition
- (b) the selection panel be comprised following the Council AGM on 26 May 2011 with the recruitment and selection schedule developed as soon as possible.
- (c) that the selection panel be given delegated authority to offer the post to the recommended candidate with the outcome being reported back to committee for notation.

Decision Tracking

The outcome of the recruitment process will be reported back to committee for notation.