



Belfast City Council

Report to:	Strategic Policy and Resources Committee
Subject:	Recruitment for Director of Finance and Resources
Date:	3 June 2011
Reporting Officer:	Peter McNaney, Chief Executive

Purpose of report

To constitute the selection panel for the recruitment of the Director of Finance and Resources.

Relevant Background Information

The Strategic Policy and Resources Committee gave approval to recruit the post of Director of Finance and Resources on 18 March 2011. At that meeting, the selection panel was given delegated authority to offer the post to the recommended candidate, with the outcome being reported back to Council on 4 July 2011. Given that elections have taken place since then, there is a need to agree the elected members from Strategic Policy and Resources Committee who will constitute the selection panel for this recruitment exercise.

Key Issues

All recruitment in local government is regulated by the Local Government Staff Commission's (LGSC) Code of Procedures on Recruitment and Selection. As agreed with the LGSC, the constitution of selection panels for director level posts in Belfast City Council should comprise the Chair and Deputy Chair of the controlling committee (or their nominees), another elected member from a political party not represented by the chair or deputy chair, the Chief Executive and a chief officer. Given the nature and significance of this post the LGSC has agreed that up to two elected members in addition to the chair and deputy chair may sit on this selection panel. Committee are asked to decide whether they wish to nominate one or two additional Members for the Panel. An observer from the LGSC and a professional assessor may also be in attendance but with no voting rights. All panel members need to be trained in ensuring equality of opportunity with the recruitment and selection process and the entire panel should be balanced in terms of gender and community background.

The post of Director of Finance and Resources was advertised on 5 and 6 May 2011 with 23 applications received by the closing date of 25 May 2011.

The advertised schedule of dates for this recruitment campaign are as follows:

- (i) Selection panel short-list meeting on **Monday 6 June 2011 from 12pm to 2pm** (to determine which candidates to attend preliminary interviews);

- (ii) Preliminary interviews held by Executive Search Consultants on Wednesday, 8, Thursday 9 and Friday, 10 June 2011;
- (iii) Selection panel meet to review the outcome of the preliminary interviews on **Tuesday, 14 June 2011 from 12pm to 2pm** (to determine which candidates should be invited to assessment centre);
- (iv) Short-listed candidates attend an assessment centre on Tuesday, 21 June 2011;
- (v) Members' briefing meeting on **Wednesday, 22 June 2011 from 9.30am to 10.30am** (to agree outcome of assessment centre and agree which candidates are invited to interview); and
- (vi) Selection panel interviews to be held on **Thursday, 30 June 2011 from 9am** (times to be confirmed).

Recommendations

Members are asked to :

1. agree the elected members' nominees to comprise the selection panel; and
2. confirm availability for the schedule of dates at which the selection panel's attendance is required i.e. Monday, 6 June 2011; Tuesday, 14 June 2011, Wednesday 22 June 2011 and Thursday, 30 June 2011