



## Belfast City Council

<b>Report to:</b>	Strategic Policy & Resources Committee
<b>Subject:</b>	Interim role of Assistant Chief Executive
<b>Date:</b>	22 November 2013
<b>Reporting Officer:</b>	Peter McNaney, Chief Executive

<b>1</b>	<b>Relevant Background Information</b>
1.1	The Town Solicitor and Assistant Chief Executive retired on 31 October 2013.
1.2	The SP&R Committee agreed that the two main functions of his role – the provision of the legal function for Belfast City Council (i.e. the Town Solicitor element) and the day to day management of the Chief Executive’s Department (i.e. the Assistant Chief Executive element) – would be covered on an interim basis by payment of honoraria to appropriate officers.
1.3	Members agreed that the Legal Services Manager would under-take the higher-level, additional duties associated with the role of interim Town Solicitor and that expressions of interest would be sought from relevant officers within the department to undertake the duties associated with the role of interim Assistant Chief Executive.
1.4	Members also agreed that should more than one officer express an interest in this role then a merit based selection process would take place in accordance with the principles of the LGSC’s Code of Practice on Recruitment and Selection.

<b>2</b>	<b>Key Issues</b>
2.1	Two officers have expressed an interest in this role and there will be a merit based selection process (i.e. structured interview).
2.2	The selection panel for this should comprise the Chair of the Strategic Policy and Resources Committee (or his nominee), the Deputy Chair (or his nominee), one other elected member from another political party, the Chief Executive and a Director.
2.3	The selection panel <u>must</u> comprise men and women and be representative of both main communities in Northern Ireland.

<b>3</b>	<b>Resource Implications</b>
3.1	Human Resources None.
3.2	Financial None.

<b>4</b>	<b>Equality Implications</b>
4.1	None. All selection panel members will receive appropriate training in non-discriminatory recruitment and selection techniques, including awareness of the Equality Commission's statutory Codes of Practice and Guidance documents.

<b>5</b>	<b>Recommendations</b>
	It is recommended that the SP&R Committee:
5.1	constitute a selection panel to appoint the interim role of Assistant Chief Executive;
5.2	that the outcome of the appointment is reported back to the SP&R Committee in December 2013 for notation.

<b>6</b>	<b>Decision Tracking</b>
6.1	The outcome of the selection process will be reported back to SP&R Committee at a later date.