

Recruitment of a new Assessor and Electoral Registration Officer

10.00am, Monday, 3 February 2020

Purpose of report

1. The current Assessor and Electoral Registration Officer has indicated that he plans to retire on 19th June 2020. This report asks the Lothian Valuation Joint Board ('The Board') to set up an appointment committee in line with its Standing Orders.

Main report

2. On 17th December 2019 the current Assessor and Electoral Registration Officer formally advised of his intention to retire on 19th June 2020.
3. This report outlines the process for selecting an appointment committee in line with the Board's Standing Orders.
4. A provisional timeline for the recruitment process is attached as appendix 1.
5. In line with the Board's Standing Orders the membership of the appointment committee should be made as follows:

The City of Edinburgh Council	2 Members
East Lothian Council	1 Member
Midlothian Council	1 Member
West Lothian Council	1 Member

6. At its first meeting the appointment committee will be asked to agree:
 - a) the job specification;
 - b) the person specification;
 - c) the advert, choice of media and advertising schedules;
 - d) the recruitment procedure for long list interviews, which are optional, and short list interviews; and
 - e) interview format

Financial implications

7. The costs of recruitment will be contained within current LVJB budget.

Recommendations

8. The Board selects an appointment committee in line with its current Standing Orders.
9. The Board notes the provisional recruitment timetable in appendix 1

Hugh Dunn

Treasurer

Appendices Appendix 1; Provisional timeline

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**Background
Papers**

Appendix 1 Proposed Assessor & ERO Recruitment Timeline

Key Activity / Milestones	Proposed Timescales	Length of time required	Lead /Owner
LVJB meet and agree to form a recruitment panel	Monday 3rd February City Chambers	Meeting already scheduled	Joint Board Appointment Committee
Appointment committee meets and agrees recruitment campaign	Thursday 27th February City Chambers	1 Hour	Joint Board Appointment Committee
Search period commences	Friday 28 th February	-----	Steven Wright Resources & Talent Manager
Search period ends	Friday 13 th March	-----	Steven Wright Resources & Talent Manager
Short list agreed with the appointment committee	Wednesday 18th March City Chambers	1 Hour	Joint Board Appointment Committee
Short list interviews	23 March AM 24 March AM Waverley Court	2 x ½ Day	Joint Board Appointment Committee
Ratification of appointment committee's recommendation at LVJB meeting	Monday 20th April City Chambers	Meeting already scheduled	Joint Board Appointment Committee