



Belfast City Council

Report to:	Parks and Leisure Committee
Subject:	Recruitment of Head of Parks and Leisure
Date:	10 February 2011
Reporting Officer:	Andrew Hassard, Director of Parks and Leisure
Contact Officer:	Jill Minne, Head of Human Resources

1.	Relevant Background Information
	<p>On 11 February 2010, the Parks and Leisure Committee approved the creation of a new Head of Service post; this was also agreed by the Strategic Policy and Resources Committee on 19 February 2010.</p> <p>On 13 May 2010, the Parks and Leisure Committee considered the most appropriate way to fill the permanent post and agreed that, given the uncertainty about the RPA timetable and whether or not the RPA Vacancy Control Scheme would be partially or wholly removed, the post should be filled on a temporary basis for a period of six months with the option to extend for a further six months. At that time, it was felt that once definitive guidance was received regarding the RPA Vacancy Control Scheme, the council would then be in a better position to know how it should fill the permanent post i.e. either through internal trawl as a result of continuing RPA Vacancy Control or external advertisement and public competition.</p>
2.	Key Issues
	<ul style="list-style-type: none">• The RPA Vacancy Control Scheme has been officially suspended.• The timeframe for filling the post on a temporary basis is nearing completion and, in the absence of an RPA Vacancy Control Scheme, the post should be filled through external advertisement and public competition.• 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, along with the Director of Parks and Leisure and another director, or Head of Human Resources.• 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 LGSC and a professional assessor may also be in attendance but with no voting rights.

3.	Resource Implications
	No costs in addition to the normal agreed recruitment process for a head of service post.
4.	Equality and Good Relations Implications
	The post will be publically recruited in accordance with statutory requirements and Local Government Staff Commission best practice guidelines.
5.	Recommendations
	<p>It is recommended that the post of Head of Parks and Leisure be recruited on a permanent basis through external advertisement and public competition.</p> <p>The proposed recruitment and selection schedule is as follows:</p> <ol style="list-style-type: none"> 1. the vacancy will be publicly advertised on 3 and 4 March 2011 with a closing date of 18 March 2011; 2. the panel short-list will take place on 28 March 2011; 3. short-listed candidates will be invited to attend a full day assessment centre on 5 April or 6 April 2011; 4. Members' briefing and panel approval of outcome of assessment centre will be held on 7 April 2011; and 5. panel interviews will be held on 13 April 2011. <p>Finally, it is recommended, in the interests of making an early appointment, 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.</p>
6.	Decision Tracking
	The outcome of the recruitment process will be verbally reported to committee for notation on Thursday 14 April 2011 by the Director of Parks and Leisure.
7.	Key to Abbreviations
	<p>SP&R: Strategic Policy and Resources</p> <p>RPA: Review of Public Administration</p>
8.	Documents attached
	None.