



Belfast City Council

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| Report to: | Strategic Policy & Resources Committee |
| Subject: | Local Government Reform – Consultation Document on Procedures for the Recruitment and Selection of Chief Executives in the 11 New Councils |
| Date: | 6 September 2013 |
| Reporting Officer: | Jill Minne, Head of Human Resources |

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| 1 | Relevant Background Information |
| 1.1 | Members will be aware that the Minister has announced that Chief Executive appointments to the 11 new councils will be made through open competition and that the Statutory Transition Committees (STCs), approved by the Assembly on 1 July 2013, will be responsible for appointing their Chief Executive through this public appointments process. |

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| 2 | Key Issues |
| 2.1 | The Local Government Staff Commission (LGSC) has issued a Consultation Document on the Procedures for the Recruitment and Selection of Chief Executives in the 11 New Councils (copy attached). |
| 2.2 | The Consultation Questionnaire seeks comments and views on a single advertisement, application and assessment centre approach for 11 Chief Executive posts and includes preference options in terms of there being a single short-listing panel, or 11 individual short-listing panels. |
| 2.3 | The LGSC has contacted the Statutory Transition Committee Chairs with a view to discussing the information that should be included about each new council in the recruitment pack for applicants. |
| 2.4 | It is proposed that this matter is dealt with via Section 2 ' <i>Advertising the Chief Executive Posts</i> ' of the Consultation Document. |
| 2.5 | The return date for completion of the Consultation Questionnaire is 27 September 2013. |

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| 3 | Resource Implications |
| 3.1 | <u>Human Resources</u> None. |

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| 3.2 | <u>Financial</u> None. |
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| 4 | Equality Implications |
| 4.1 | None. |

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| 5 | Recommendations |
| 5.1 | It is recommended that a draft response is submitted for approval at the next Strategic Policy and Resources Committee meeting on 20 September 2013. |

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| 6 | Decision Tracking |
| 6.1 | The matter will be re-tabled at the next meeting on 20 September 2013. |

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| 7 | Documents Attached |
| 7.1 | Copy of the LGSC Consultation Questionnaire on the Procedures for the Recruitment and Selection of Clerk and Chief Executive in the 11 New Councils. |

Procedures for the Recruitment and Selection of Clerk and Chief Executive in the 11 New Councils

Response Consultation Questionnaire

1. Are there any general comments or suggestions you would like to make about the Consultation Paper?

2. In paragraph **3. Recruitment**, do you have any comments on the following paragraph on Advertising the Chief Executive Posts (page 4)?

Advertising the Chief Executive Posts

One advert, agreed by the Commission, will be placed for all the Chief Executive posts in the 11 new council structures. The advert will be placed by the DOE and potential applicants will be directed to the Commission's website to view the application pack for each cluster, complete a generic application form online or download a generic application form.

3. In paragraph **4. Training of Panel Members**, do you have any comments on the training for Statutory Transition Committee members (page 5)?

Members of the Statutory Transition Committees must receive training in respect of their obligations throughout the recruitment and selection process and their approval role.

4. In paragraph **5. Composition of the Shortlisting Panel**, do you prefer Option 1 or 2 and why (page 6)?

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| <i>Shortlisting panel(s) for the Chief Executive posts in the 11 new council structures should consist of women and men, and be representative of both main communities in Northern Ireland. Options include:</i> | |
| <i>Option 1</i> | <p><i>One shortlisting panel, comprising:</i></p> <ul style="list-style-type: none"> <i>• 3 elected members (who must hold membership of a Statutory Transition Committee), nominated from the Regional Transition Committee</i> <i>• the Chairperson of the Local Government Staff Commission</i> <i>• the Chief Executive of the Local Government Staff Commission</i> |
| <i>Option 2</i> | <p><i>Eleven shortlisting panels, comprising:</i></p> <ul style="list-style-type: none"> <i>• the Chair of the Statutory Transition Committee</i> <i>• not less than 2 and not more than 4 members of the Statutory Transition Committee, appointed by the Statutory Transition Committee</i> <i>• the Chairperson of the Local Government Staff Commission</i> <i>• the Chief Executive of the Local Government Staff Commission</i> |

4. In paragraph **5. Composition of the Shortlisting Panel**, do you prefer Option 1 or 2 and why (page 6)? – *cont'd.*

5. In paragraph **9. Assessment Arrangements**, do you have any comments on the proposed assessment centre for Chief Executives (page 8)?

One assessment centre will be held for all the Chief Executive posts in the 11 new council structures. The assessment centre will comprise a number of exercises, designed to test the candidates' ability to meet the challenge of the transformation process of the reform of local government, and will be based on the agreed competencies for the new posts.

*The information from the assessment centre report will be used in **a second stage of shortlisting by the same panel** to determine a final list of candidates who will be invited for interview by the Statutory Transition Committees.*

6. In paragraph **10. Composition of the Interviewing Panel**, do you have any comments on the composition of the interview panel (page 9)?

The Statutory Transition Committee will consult with the Commission regarding the composition of the interview panel, which will comprise:

- *the Chairperson of the Statutory Transition Committee*
- *not less than 4 and not more than 7 members of the Statutory Transition Committee, appointed by the Statutory Transition Committee*
- *the Chairperson of the Local Government Staff Commission*
- *the Chief Executive of the Local Government Staff Commission*
- *independent Professional Assessor(s), approved by the Local Government Staff Commission.*

Only the Chairperson and the elected members on the interview panel will have voting rights.

Following nomination, should any panel member be unable to attend the interview panel, the Statutory Transition Committee may designate a substitute.

7. In paragraph **10. Composition of the Interviewing Panel**, do you have any comments on the scrutiny role of the Statutory Transition Committee (page 9)?

In order to implement Section 18 (1)(b) of the Regulations, after the interview panel have selected a candidate, a report should be prepared on the recruitment and selection process for scrutiny and approval by a two-thirds majority of the membership of the Statutory Transition Committee.

8. In paragraph **13. Professional Assessors**, do you have any comments on the role of the Professional Assessors (page 10)?

The Commission will appoint a panel of Professional Assessors to give guidance and assistance to recruitment panels on the professional and technical suitability of applicants to the post of Chief Executive in the 11 new councils.

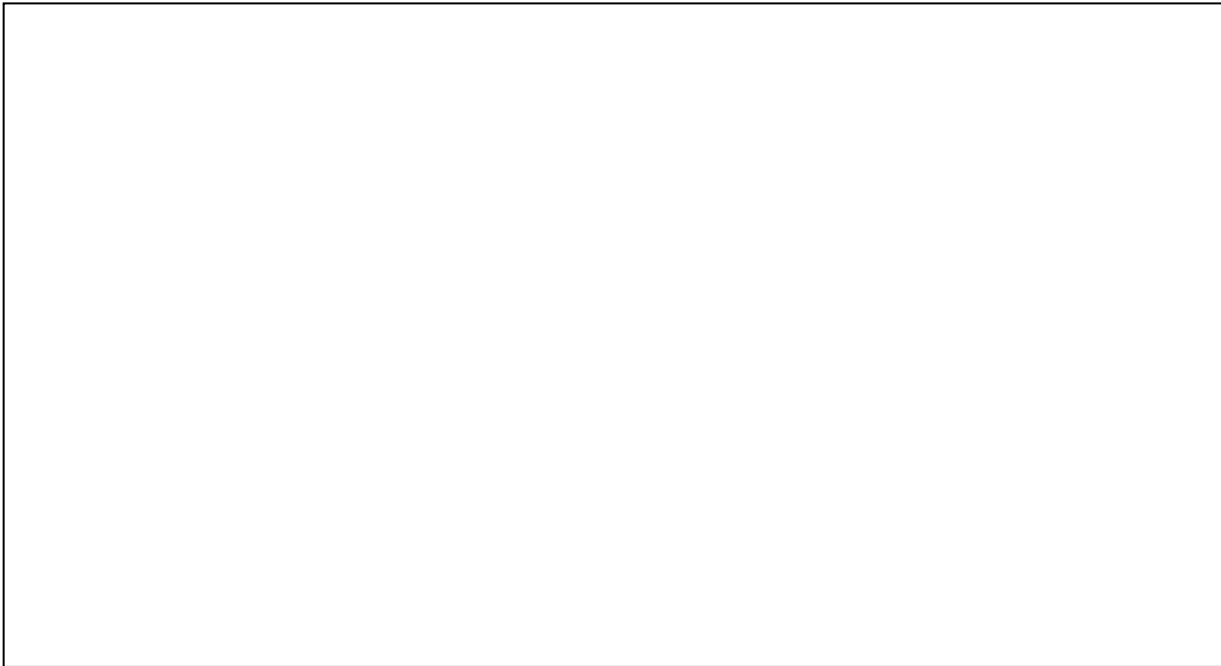
9. In paragraph **16. Decision**, do you prefer Option 1, 2 or 3 and why (page 12)?

| <i>All candidates should be informed of their recommendation for appointment:</i> | |
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| <i>Option 1</i> | <i>immediately following the decision of the selection panel</i> |
| <i>Option 2</i> | <i>immediately following the approval of the Statutory Transition Committee</i> |
| <i>Option 3</i> | <i>after all 11 appointments are made, with the Commission acting as a clearing house for appointments</i> |

10. Have you any comments on the **Recruitment Timeline** (page 13)?

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| Depending on option chosen in paragraph 5, agreement on recruitment documentation | Sept 13 |
| Advertise | end Sept 13 |
| Closing Date | mid Oct 13 |
| Panel nominated and agreed | Sept 13 |
| Panel Training | Sept/Oct 13 |
| First Shortlisting | end Oct 13 |
| Assessment Centre | early Nov 13 |
| Second Shortlisting | end Nov 13 |
| Interviews | Jan 14 |

10. Are there any other comments you wish to make?

A large, empty rectangular box with a thin black border, intended for the respondent to provide any additional comments or feedback.

Thank you for taking the time to complete this questionnaire. Your response must arrive at the LGSC no later than **Friday 27 September 2013**.