



Recruitment of Assessor and Electoral Registration Officer

21 August 2017

Purpose of report

- 1 To provide an update to the Lothian Valuation Joint Board on the proposed way forward for recruitment to the post of Assessor and Electoral Registration Officer.

Background

- 2 On 28 November 2016, the Board agreed with the recommendation of the Appointment Committee not to make a permanent appointment to the post of Assessor and Electoral Registration Officer at that time but instead to appoint the Deputy Assessor and Electoral Registration Officer on an interim basis from 1 January 2017.
- 3 It was agreed that this decision would be reviewed after an initial period of six months.

Main Report

- 4 This report outlines the steps which will be undertaken to recruit a permanent Assessor and Electoral Registration Officer.
- 5 At its first meeting the Appointment Committee will be asked to approve the following:
 - a) job specification
 - b) person specification
 - c) advert, choice of media and advertising schedules

- d) recruitment procedure for long list interviews, which are optional, and short list interviews
 - e) testing arrangements.
- 6 Should the Appointment Committee be available to meet in late September 2017, then subject to any notice period being required by the successful candidate, it is estimated that a new appointment could be in place from February 2018.

Recommendations

- 7 The Joint Board is asked to note the update and approve the proposed next steps towards appointing an Assessor and Electoral Registration Officer.

Hugh Dunn
Treasurer

Appendices	None
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Background Papers	None