

**9.30am, Monday 5<sup>th</sup> September 2022**

## **Recruitment of a new Assessor and Electoral Registration Officer**

### **1. Recommendations**

---

- 1.1 The Board is recommended to note the proposed recruitment timetable detailed at Appendix 1.

**Hugh Dunn,**

**Treasurer**

Contact: Steven Wright, Lead Consultant (Strategy),

Human Resources Division, Corporate Services Directorate, City of Edinburgh Council

E-mail: [steven.wright@edinburgh.gov.uk](mailto:steven.wright@edinburgh.gov.uk) | Tel: 0131 469 3177

## **Recruitment of a new Assessor and Electoral Registration Officer**

### **2. Executive Summary**

---

- 2.1 The current Assessor and Electoral Registration Officer has indicated the intention to retire. This report identifies a timetable for appointment of a new Assessor and Electoral Registration Officer and notes that the Board is recommended to set up an Appointment Committee elsewhere on his agenda.

### **3. Background**

---

- 3.1 The current Assessor and Electoral Registration Officer has indicated an intention to retire on 30th September 2022. This report identifies a timetable for appointment of a new Assessor and Electoral Registration Officer and notes that, in a report elsewhere on this agenda, Lothian Valuation Joint Board ('The Board') is recommended to set up an Appointment Committee.

### **4. Main Report**

---

- 4.1 On 23rd June 2022 the Assessor and Electoral Registration Officer – Gary Elliott - formally advised the Chief Executive and Clerk to the Board of his intention to retire on 30th September 2022.
- 4.2 In view of timescales and to ensure service continuity, Members of the Board were advised by email on 4 August 2022 of a preference to commence the recruitment process in advance of the next meeting of the Board on 5<sup>th</sup> September.
- 4.3 Following the process previously adopted by the Board in similar circumstances in 2020, an interim appointment is planned, with a permanent recruitment process to be undertaken in the first quarter of 2023.
- 4.4 The interim recruitment process will be supported by the Treasurer to the Board and the City of Edinburgh Council's HR Service.
- 4.5 A timetable for the recruitment process is included at Appendix 1.

- 4.6 In a report “Appointments to Committees and the Joint Consultative Group” elsewhere on this agenda, the Board is recommended to set up an Appointment Committee.
- 4.7 The membership of the Appointment Committee should be made as follows:
- City of Edinburgh Council - 2 Members;
  - East Lothian Council - 1 Member;
  - Midlothian Council - 1 Member; and
  - West Lothian Council - 1 Member.
- 4.8 Members nominated to the Appointment Committee should have attended their own authority’s induction/training for Senior Officer appointments.

## **5. Financial Implications**

---

- 5.1 Recruitment costs will be contained within the Board’s 2022-23 revenue budget..

## **6. Background reading/external references**

---

- 6.1 [Lothian Valuation Joint Board Standing Orders](#)

## **7. Appendices**

---

- 7.1 Appendix 1 – Proposed Recruitment Timetable

## Appendix 1 – Proposed Recruitment Timetable

Key Activity / Milestones	Proposed Timescales
Email invitation issued for applications to a nine-month Interim role.	Monday 22 <sup>nd</sup> August
Closing date for applications.	Friday 2 <sup>nd</sup> September
Lothian Valuation Joint Board agree nominations for an Appointment Committee.	Monday 5 <sup>th</sup> September
Interviews	Tuesday 13 <sup>th</sup> September (subject to availability)
Interim role commences	Monday 3 <sup>rd</sup> October