

Recruitment of a new Assessor and Electoral Registration Officer

10.00am, Monday, 15 April 2024

Purpose of report

1. The current Assessor and Electoral Registration Officer has indicated that he plans to retire on 30th November 2024. This report asks the Lothian Valuation Joint Board ('The Board') to set up an appointment committee in line with its Standing Orders.
2. The report also outlines the different recruitment options and recommends the Board seek an interim solution.

Main report

3. The current Assessor and Electoral Registration Officer (ERO) formally advised of his intention to retire on 30th November 2024.
4. In normal circumstances the Board would seek to recruit a permanent Assessor and ERO, however, as South Lanarkshire and Dundee have both recently undertaken recruitment campaigns the board is asked to consider other options:

Option 1 - 18-month interim appointment from June 2024 (recommended)

An interim appointment has been used successfully in the past by the Board and allows the team within the LVJB to "grow our own" through internal succession planning.

Appointing an internal candidate in June 2024 will give the successful individual the opportunity to work alongside the current Assessor and ERO for up to six months before they retire. This handover period should mitigate significant risks to the organisation in an Election year.

Should there be no suitable internal candidate then the Board will still have sufficient time to explore the external recruitment market in time for the Assessor and ERO retiring.

Option 2 - 18-month interim appointment from November 2024

A similar approach to Option 1, however this option asks the Board to delay the interim recruitment process and consider a later start date for the interim Assessor and ERO.

Whilst the benefits of “growing our own” remain the same, adopting a later start date means there will be a limited handover period between the current and interim Assessor and ERO.

Should there be no suitable internal candidate then there will also be limited scope to recruit an external candidate before the current Assessor and ERO retires.

Option 3 – Permanent Recruitment

The Board has undertaken six interim and permanent recruitment campaigns since 2017 and on each occasion has appointed an internal candidate.

The main reason for this is that due to the significant knowledge, skills and experience, required to undertake the role of Assessor and ERO there is a limited pool of potential candidates available.

As noted above, South Lanarkshire and Dundee are currently recruiting for a permanent Assessor and ERO which further reduces the potential candidate pool.

It is therefore recommended that the Board delays a permanent recruitment campaign until market conditions change and there are more experienced Assessors and EROs potentially available.

5. Irrespective of which option the Board select an appointment committee will require to be appointed. 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

Financial implications

6. Any additional cost of recruitment will be contained within current LVJB budget.

Recommendations

7. The Board agrees to appoint an interim Assessor and ERO from June 2024.

8. The Board selects an appointment committee in line with its current Standing Orders.

Richard Lloyd Bithell

Treasurer

Appendices

Contact/tel

Steven Wright, Employee Life Cycle and Reward Manager | E-mail:
steven.wright@edinburgh.gov.uk

**Background
Papers**