

CENTRAL SCOTLAND VALUATION JOINT BOARD

Subject: POST OF ASSESSOR
Meeting: CENTRAL SCOTLAND VALUATION JOINT BOARD
Date: 20 SEPTEMBER 2013
Author: CLERK TO THE BOARD

1. INTRODUCTION

1.1 The purpose of this Report is:-

- (a) to advise Members that Mr Brian Byrne, Assessor (and Electoral Registration Officer) has intimated his wish to retire from the post with effect from 31 December 2013;
- (b) to seek authority to instigate a recruitment and selection process to fill the vacant post;
- (c) to propose the establishment of an Appointments Committee, and
- (d) to seek the appointment of members to this Committee.

2. BACKGROUND

- 2.1 The post of Assessor is appointed in terms of Statute - Section 27(1) of the Local Government etc. (Scotland) Act 1994 initially sets up local authorities as valuation areas and Section 27(2) of the Act says each valuation area shall appoint an assessor. The Assessor must be a Chartered Surveyor.
- 2.2 Mr Byrne started work in the Assessor's Office in Argyll in February 1973 and has now achieved over 40 years service. He was appointed as Assessor and Electoral Registration Officer by Central Scotland Valuation Joint Board in June 2005.
- 2.3 Mr Byrne has notified the Convener and the Clerk of his intention to retire, and has similarly advised the Chief Executives of the 3 constituent authorities as the Electoral Registration Officer (ERO) appointment is an officer of the Councils. The Chief Executives have been asked to confirm whether the ERO appointment remains unchanged and a response is awaited.
- 2.4 Subject to that response, members are asked to agree to proceed with the recruitment and selection process for the appointment of a new Assessor and Electoral Registration Officer.

3. APPOINTMENTS COMMITTEE

- 3.1 Appointments to the posts of Assessor and Depute Assessor are dealt with by an Appointments Committee of the Board.
- 3.2 If the Board is minded to proceed with the recruitment of a new Assessor, it would require to establish an Appointments Committee to act on its behalf in relation to the recruitment and selection of the new Assessor.
- 3.3 It is suggested that the membership of this Appointments Committee should reflect the geographical composition of the Joint Board and it is consequently proposed that the balance of membership from the constituent authorities which would form the Committee of 6 Members, would be as follows:-

Falkirk Council – 3 Members
Stirling Council – 2 Members
Clackmannanshire Council – 1 Member

- 3.4 A proposed remit for the Appointments Committee is detailed at Appendix 1. The Appointments Committee would have authority to proceed with the recruitment process, make the appointment and would report back to the Joint Board on the outcome.

4. FINANCIAL IMPLICATIONS

- 4.1 There are no direct costs for the Joint Board arising from Mr Byrne's retiral. The costs associated with the recruitment process will be met from existing budgets.

4. RECOMMENDATIONS

- 4.1 It is recommended that the Joint Board:-

- (1) **Notes the retirement of Mr Bryan Byrne from the position of Assessor and Electoral Registration Officer in December 2013 ;**
- (2) **Agrees to recruit a new Assessor and Electoral Registration Officer, subject to confirmation of the latter position by the Chief Executives of the three constituent Councils;**
- (3) **Agrees to establish an Appointments Committee in the terms as detailed within Section 3 of the Report and approve the remit as attached at Appendix 1, and**

- (4) **Nominate Members to the Appointments Committee in line with the suggested membership outlined at para 3.3.**

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Clerk to the Board

Date: 19 September 2013

Contact Officer: Shona Barton (01324) 506116

LIST OF BACKGROUND PAPERS

Letter received from Mr Brian Byrne dated 11 September 2013.

CENTRAL SCOTLAND VALUATION JOINT BOARD

APPOINTMENTS COMMITTEE

REMIT

1. **The Appointments Committee** shall be authorised to act on behalf of the Board on all matters of selection and appointment of the Assessor of the Central Scotland Valuation Joint Board.
2. Membership of the Committee shall comprise:-

Members:-

Falkirk Council	-	3 Councillors
Stirling Council	-	2 Councillors
Clackmannanshire Council-		<u>1 Councillor</u>
		6

Advisers (non-voting):-

- Clerk to the Board
 - Human Resources Adviser to the Board
 - Independent Adviser
3. The quorum for meetings of the Committee will be 3 Members.
 4. A Convener shall be appointed by the Committee. In the absence of the Convener at any meeting, the Committee will elect a Chair from its members.
 5. Members will be permitted to appoint a substitute to attend in their place, in accordance with the requirements of the Board's Standing Orders provided always that any substitution does not impact on the requirement to observe good HR practice throughout the recruitment process.
 6. All Members (and any substitute Members) will require to have attended an approved training course for the purpose of selection of Chief Officers.
 7. All Members (and any substitute Members) will be subject to the general requirements to have attended all stages of the selection process i.e. any short-leeting (or long-leeting) and interviews of all candidates when participating in the selection process.
 8. The Clerk to the Valuation Board, in consultation with the Convener of the Committee, will be responsible for calling meetings of the Committee.
 9. The Clerk shall report on any appointment made to a meeting of the Valuation Board.