



## **AGENDA ITEM 2**

### **CENTRAL SCOTLAND VALUATION JOINT BOARD**

**Subject: DEPUTE ASSESSOR**  
**Meeting: CENTRAL SCOTLAND VALUATION JOINT BOARD**  
**Date: 9 SEPTEMBER 2011**  
**Author: BRIAN BYRNE, ASSESSOR AND ELECTORAL REGISTRATION OFFICER**

#### **1. INTRODUCTION**

- 1.1 A revised management structure was approved by the Board at the meeting on 10 September 2010. This established a senior management team of Assessor, one Depute Assessor, an Assistant Assessor and a Depute ERO to balance the workload and to assist in a review of the future resources provided to the Assessor by the Valuation Joint Board.
- 1.2 The purpose of this Report is to advise Members that Mr Ian Ballance, the current Depute Assessor has intimated his wish to retire from the post in October 2011. In the interim the workload of the Depute Assessor will be shared between the senior management team, but in terms of service delivery the Assessor now seeks authority to initiate a recruitment and selection process to fill the vacant post as soon as practicable.

#### **2. APPOINTMENTS COMMITTEE**

- 2.1 Appointments to the posts of Assessor and Depute Assessor are dealt with by an Appointments Committee of the Board.
- 2.2 If the Board is minded to approve the recruitment of a new Depute Assessor, it would require to establish an Appointments Committee to act on its behalf in relation to the recruitment and selection of a new Depute Assessor.
- 2.3 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

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

### **3. FINANCIAL IMPLICATIONS**

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

### **4. RECOMMENDATIONS**

#### **4.1 It is recommended that the Board:-**

- (1) Notes the retirement of Mr Ian Ballance from the position of Depute Assessor in October 2011 ;**
- (2) Approves the recruitment of a new Depute Assessor;**
- (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 2.3.**

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**Brian Byrne**  
**Assessor and Electoral Registration Officer**

Date: 31 August 2011

Contact Officer: Brian Byrne (01786) 892202

### **LIST OF BACKGROUND PAPERS**

1. Letter dated 7 July 2011 from Mr Ian Ballance.

**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 Depute 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
- Assessor and Electoral Registration Officer

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.