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**Meeting:** Appointments Sub-Committee  
**Date:** 25 April 2013  
**Subject:** Appointment of Chief Legal & Democratic Services Officer  
**Report of:** Cllr James Jamieson, Leader of the Council  
**Summary:** The report proposes a job description and person specification to be used in the recruitment of the Chief Legal & Democratic Services Officer, for ratification. A proposed timetable for the process of recruitment and selection is also included in the report.

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**Advising Officer:** Deb Clarke, Assistant Chief Executive  
**Contact Officer:** Deb Clarke, Assistant Chief Executive  
**Public/Exempt:** Public  
**Wards Affected:** All  
**Function of:** General Purposes Committee

#### **CORPORATE IMPLICATIONS**

##### **Council Priorities:**

The appointment to this post will support all council priorities.

##### **Financial:**

1. Appointment to this post is budgeted for in the Council's Medium Term Financial Plan.

##### **Legal:**

2. The appointment will be carried out according to the Council's constitution and will not breach any relevant legislation.
3. This post holder is to be the Council's designated Monitoring Officer under section 5 of the Local Government and Housing Act 1989.

##### **Risk Management:**

4. No risks identified.

##### **Staffing (including Trades Unions):**

5. Not Applicable.

##### **Equalities/Human Rights:**

6. Not Applicable.

**Public Health**

7. Not Applicable.

**Community Safety:**

8. Not Applicable.

**Sustainability:**

9. Not Applicable.

**Procurement:**

10. A recruitment partner, Solace, has been appointed through a competitive process in line with the Council's procurement rules.

**RECOMMENDATIONS:****The Committee is asked to:**

1. **Endorse the attached job description and person specification**
2. **Note the proposed timetable for the recruitment and selection process**

**Job Description and Person Specification**

11. A draft job description and person specification for the post is attached at Appendix 'A'. The Sub-Committee is asked to ratify the job description and person specification for use in the recruitment process.

**Recruitment Timetable**

12. In consultation with various stakeholders and taking account of other diarised meetings, it is proposed that the recruitment timetable will be as follows:

Dates	What	Comments
2/05/2013	Advert appears in MJ & on line	
6/05/2013	Advert appears in The Law Society Gazette & on line	
23/05/2013	Closing date for applications	
<b>w/c 27/05/2013</b>	<b>Appointments Committee long listing</b>	
03/06 – 07/06	Long listed candidates are interviewed and tested, and meet (informally) the Leader and Chief Executive	
<b>w/c17/06</b>	<b>Appointments Committee short listing</b>  <b>9am – 10am</b>	

<b>w/c 24/06</b>	<b>Appointments Committee interviews and agrees successful candidate</b>  <b>9am to 1 pm</b>	
1/07 – 3/07	Executive notification process	Will proceed to offer if there are no well founded objections
04/07	Offer of appointment made	

**Appendices:**

Appendix A – Draft job description and person specification

**Background Papers:** (open to public inspection)

None