



## **Renfrewshire Valuation Joint Board**

**Report to:** Renfrewshire Valuation Joint Board

**Meeting on:** 28 May 2021

**Subject:** Appointment of Assessor and Electoral Registration Officer

**Author:** Clerk

### **1. Summary**

- 1.1 The Assessor and Electoral Registration Officer has advised that she intends to resign and terminate her employment with the Renfrewshire Valuation Joint Board with effect from 15 October 2021.
- 1.2 Arrangements require to be made for the appointment of the new Assessor and Electoral Registration Officer. It is therefore proposed that officers be authorised to begin the recruitment process by advertising the post in the first instance and thereafter arranging for all stages of the recruitment process including candidates for the post being interviewed. Arrangements also require to be made for the establishment of an Appointments Sub-Committee.

### **2. Recommendation**

- 2.1 That the Joint Board note the resignation of Kate Crawford, the Assessor and Electoral Registration Officer with effect from 15<sup>th</sup> October 2021;
- 2.2 That officers be authorised to make the necessary arrangements in connection with the recruitment process for the appointment of a new Assessor and Electoral Registration Officer;
- 2.3 That the Joint Board appoints from its membership an Appointments Sub-Committee consisting of 8 members with delegated powers to interview and appoint the new Assessor and Electoral Registration Officer and take all decisions ancillary thereto; and
- 2.4 That the Joint Board appoint the Convener of the Sub-Committee.

### **3. Background**

3.1 In terms of the Valuation Joint Boards (Scotland) Order 1995, the Board may appoint from its membership such sub-committees as it may from time to time consider necessary or desirable and may refer to such sub-committees such matters as the Board may from time to time specify. Accordingly, it is proposed that the Joint Board appoints from its membership an Appointments Sub-Committee which has delegated authority to carry out the necessary interviews and appoint the new Assessor and Electoral Registration Officer and to take all decisions ancillary thereto.

3.2 It is proposed that the Appointments Sub-committee comprises 8 members with 4 members appointed from Renfrewshire Council's representatives on the Joint Board and two each from the representatives of Inverclyde and East Renfrewshire Councils. This reflects the arrangements made for previous recruitment processes for this post.

**Author: Ken Graham, Head of Corporate Governance (0141-618 7360)**