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| <b>Committee(s)</b><br>Epping Forest and Commons  | <b>Dated:</b><br>12/09/2022      |
| <b>Subject:</b> Senior Officer Recruitment  | <b>Public</b>                    |
| <b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b> | <b>1, 2, 3, 4, 9, 10, 11, 12</b> |
| <b>Does this proposal require extra revenue and/or capital spending?</b>                                  | <b>N</b>                         |
| <b>If so, how much?</b>   | <b>NA</b>                        |
| <b>What is the source of Funding?</b>   | <b>NA</b>                        |
| <b>Has this Funding Source been agreed with the Chamberlain's Department?</b>                             | <b>NA</b>                        |
| <b>Report of:</b> Executive Director Environment  | <b>For Information</b>           |
| <b>Report author:</b> Juliemma McLoughlin   |                                  |

### Summary

Under the Senior Officer Recruitment Procedure, a Chief Officer should report the resignation/ retirement of a senior officer and propose a suggested recruitment timeframe. This report notes the retirement of a senior officer and proposes a recruitment plan.

### Recommendation(s)

Members are asked to:

- Note the report.

### Main Report

#### Background

1. The Assistant Director, The Commons has submitted notice of retirement effective 2 October 2022.

#### Current Position

2. The post is a critical senior leadership position and its role and responsibilities have been assessed internally within the Department and TOM phase one and evaluated as a key role in the Natural Environment Division.
3. The job description for the Assistant Director, The Commons has been updated to better reflect the duties of the post holder within the new Environment department.
4. The Environment Department TOM phase two which deals with the Natural Environment Division may result in subtle nuances of emphasis of responsibilities but it is not expected to change to the extent that it alters the main purpose of the post, its grade or duties and responsibilities.

#### Proposals

5. Following discussions with the Chair, the post will be advertised internally to all City of London staff on a 12 month secondment/acting up basis to give internal staff the opportunity to upskill and grow and develop into the role.

6. Once the 12 month period is complete, in accordance with the Senior Officer Recruitment Procedure, the Chair and Deputy Chairman of the Epping Forest and Commons Committee will be involved in the permanent recruitment process. The level of involvement will be agreed with the Chair and Deputy Chairman.

### **Corporate & Strategic Implications**

7. This is a key senior managerial specialist professional post critical to leading and providing strategic, operational, financial and stakeholder management of these open spaces, ensuring high standards in accordance with the policies laid down by the City of London Corporation and the Corporation's statutory obligations in managing the sites.

### **Conclusion**

8. It is intended to have the secondee in post from mid September to allow for a short handover with the Assistant Director, The Commons prior to his retirement.

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