

Committee(s) Epping Forest & Commons Committee	Dated: 23 November 2023
Subject: Senior Officer Recruitment	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	1, 2, 3, 4, 9, 10, 11, 12
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of: Executive Director Environment	For Information
Report author: Emily Brennan	

Summary

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

Recommendation(s)

Members are asked to:

- Note the report.

Main Report

Background

1. The Assistant Director (Superintendent), Epping Forest & Commons has submitted a notice of retirement effective 31 January 2024. However, taking HR arrangements into account, his last working day is likely to be 19 January 2024.

Current Position

2. The post is a critical senior management position and its role and responsibilities have been assessed internally within the Department and evaluated as a key role in the Natural Environment Division.
3. The job description for the Assistant Director (Superintendent) has been updated to better reflect the duties of the post holder within the new Natural Environment Division. While there have been subtle nuances of emphasis on responsibilities, there has been no change to the main purpose of the post, its grade or duties and responsibilities.

Proposals

4. The interim post will be advertised internally to all City of London staff on a six month secondment/acting up basis from mid November 2023 - mid May 2024 to give staff a development opportunity. This will provide stability and continuity for the Epping Forest team whilst an external recruitment programme is taking place for the permanent replacement. The outgoing Assistant Director will hand over

most of his operational responsibilities to the interim postholder between mid-November and his departure in January to enable him to plan a comprehensive handover.

5. An external recruitment programme will begin in November 2023.
6. 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 recruitment process for a permanent replacement.

Corporate & Strategic Implications

7. This is a key senior leadership post critical to leading and providing strategic, operational, financial and stakeholder management of the Epping Forest portfolio and team, 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. This paper outlines our plans to ensure continuity of leadership at Epping Forest through enabling a comprehensive handover by the outgoing Assistant Director (Superintendent), recruiting an internal interim for a period of six months from mid-November 2023 to mid-May 2024, and recruiting a permanent replacement by spring 2024.

Appendices

None

Emily Brennan

Natural Environment Director

E: emily.brennan@cityoflondon.gov.uk

T: 07599 200587