

RECRUITMENT COMMITTEE

Minutes of meeting held in Committee Room 5, Council Offices, Almada Street, Hamilton on 22 June 2009

Chair:

Councillor Edward McAvoy

Councillors Present:

Jim Docherty, Beith Forrest, Michael McCann, Lesley McDonald (Substitute), David Watson (Substitute)

Councillors' Apologies:

Graeme Horne, Anne Maggs

Attending:

Corporate Resources

R Lake, Administration Manager; K McVeigh, Head of Personnel Services

Education Resources

L Forde, Executive Director

Enterprise Resources

C McDowall, Head of Planning and Building Standards Services

Finance and Information Technology Resources

L Hardie, Executive Director

1 Declaration of Interests

No interests were declared.

2 Exclusion of Press and Public

The Committee decided:

that, in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, the press and public be excluded from the meeting for the next item(s) of business on the grounds that it was likely that there would be disclosure of exempt information in terms of Paragraph 1 of Part I of Schedule 7A of the Act.

3 Education Resources - Post of Head of Education (Finance)

Documentation on the post of Head of Education (Finance) was submitted as follows:-

- ◆ person specification
- ◆ job profile
- ◆ applications received
- ◆ proposed presentation topic and interview questions

The Committee decided:

- (1) that the person specification and job profile be approved;

- (2) that a short list of 4 applicants be selected as follows:-
- ◆ Applicant Reference Number 1
 - ◆ Applicant Reference Number 2
 - ◆ Applicant Reference Number 5
 - ◆ Applicant Reference Number 7
- (3) that the proposed presentation topic and interview questions be approved; and
- (4) that arrangements be made to hold the interviews for the post of Head of Education (Finance) on 30 June 2009.

4 Enterprise Resources - Post of Head of Planning and Building Standards Services

Documentation on the post of Head of Planning and Building Standards Services was submitted as follows:-

- ◆ person specification
- ◆ job profile
- ◆ applications received
- ◆ proposed presentation topic and interview questions

The Committee decided:

- (1) that the person specification and job profile be approved;
- (2) that a short list of 4 applicants be selected as follows:-
- ◆ Applicant Reference Number 1
 - ◆ Applicant Reference Number 2
 - ◆ Applicant Reference Number 4
 - ◆ Applicant Reference Number 7
- (3) that the proposed presentation topic and interview questions be approved; and
- (4) that the interviews for the post of Head of Planning and Building Standards Services be held on 6 July 2009.

5 Urgent Business

There were no items of urgent business.