

# RECRUITMENT COMMITTEE

Minutes of meeting held in Committee Room 5, Council Offices, Almada Street, Hamilton on 16 January 2008

**Chair:**

Councillor Edward McAvoy

**Councillors Present:**

Archie Buchanan, Jim Docherty, Beith Forrest, Eileen Logan

**Councillor's Apology:**

Denis McKenna

**Attending:**

**Chief Executive's Service**

A Strang, Chief Executive

**Corporate Resources**

R McIlwain, Executive Director; S Dickson, Head of Legal Services; R Lake, Administration Manager; K McVeigh, Head of Personnel Services

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## 1 Declaration of Interests

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No interests were declared.

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## 2 Exclusion of Press and Public

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**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(s) 1 of Part I of Schedule 7A of the Act.

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## 3 Corporate Resources - Post of Head of Legal Services

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Documentation on the post of Head of Legal Services within Corporate Resources was submitted as follows:-

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

**The Panel decided:**

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

(2) that a shortlist of 5 applicants be selected as follows:-

- ◆ Applicant Reference Number 4
- ◆ Applicant Reference Number 7
- ◆ Applicant Reference Number 10
- ◆ Applicant Reference Number 15
- ◆ Applicant Reference Number 16

(3) that the proposed presentation topic and interview questions be approved; and

(4) that the interviews for the post of Head of Legal Services be held on 1 February 2008.

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#### **4 Urgent Business**

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There were no items of urgent business.