



Council Offices, Almada Street  
Hamilton, ML3 0AA

Tuesday, 16 November 2021

Dear Councillor

## **Recruitment Committee**

The Members listed below are requested to attend a meeting of the above Committee to be held as follows:-

**Date:** Tuesday, 23 November 2021

**Time:** 09:15

**Venue:** Committee Room 1, Council Offices, Almada Street, Hamilton, ML3 0AA

The business to be considered at the meeting is listed overleaf.

Yours sincerely

**Cleland Sneddon**  
**Chief Executive**

### **Members**

John Ross (Chair), Alex Allison, Maureen Chalmers, Gerry Convery, Margaret Cooper, Joe Fagan

### **Substitutes**

Stephanie Callaghan, Peter Craig, Maureen Devlin, George Greenshields, Eileen Logan, Richard Nelson

## BUSINESS

### 1 Declaration of Interests

### 2 Minutes of Previous Meeting

3 - 4

Minutes of meeting of the Recruitment Committee held on 3 November 2021 submitted for approval as a correct record. (Copy attached)

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### Urgent Business

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### 3 Urgent Business

Any other items of business which the Chair decides are urgent.

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### Exclusion of Press and Public

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### 4 Exclusion of Press and Public

It is recommended that the Committee makes the following resolution:-

"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 following item(s) of business on the grounds that it is likely that there will be disclosure of exempt information in terms of Paragraph 1 of Part I of Schedule 7A of the Act."

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### Item(s) for Decision

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### 5 Post of Executive Director (Community and Enterprise Resources)

To interview candidates for the post of Executive Director (Community and Enterprise Resources). (Papers attached)

### ***For further information, please contact:-***

Clerk Name:	Stuart McLeod
Clerk Telephone:	01698 454815
Clerk Email:	stuart.mcleod@southlanarkshire.gov.uk

## RECRUITMENT COMMITTEE

Minutes of meeting held via Microsoft Teams on 3 November 2021

**Chair:**

Councillor John Ross

**Councillors Present:**

Councillor Alex Allison, Councillor Maureen Chalmers, Councillor Gerry Convery, Councillor Joe Fagan, Councillor George Greenshields (substitute for Councillor Margaret Cooper)

**Councillor's Apology:**

Councillor Margaret Cooper

**Attending:**

**Chief Executive's Service**

C Sneddon, Chief Executive

**Finance and Corporate Resources**

S McLeod, Administration Officer; E McPake, Human Resources Business Partner (Education and Social Work Resources)

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### 1 Declaration of Interests

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No interests were declared.

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### 2 Minutes of Previous Meeting

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The minutes of the meeting of the Recruitment Committee held on 18 October 2021 were submitted for approval as a correct record.

**The Committee decided:** that the minutes be approved as a correct record.

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### 3 Urgent Business

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There were no items of urgent business.

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### 4 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 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.

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## **5 Post of Executive Director (Community and Enterprise Resources)**

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Documentation on the post of Executive Director (Community and Enterprise Resources) was submitted as follows:-

- ◆ recruitment pack
- ◆ proposed presentation topic and interview questions
- ◆ synopsis of applicants
- ◆ assessment centre report
- ◆ applications received

### **The Committee decided:**

(1) that a shortlist of 3 applicants be selected for interview as follows:-

- ◆ Applicant Reference Number 1
- ◆ Applicant Reference Number 2
- ◆ Applicant Reference Number 4

(2) that the proposed presentation topic and interview questions be approved.