

# RECRUITMENT COMMITTEE

Minutes of meeting held in Committee Room 5 and via Microsoft Teams, Council Offices, Almada Street, Hamilton on 31 August 2022

**Chair:**

Councillor Joe Fagan

**Councillors Present:**

Councillor Alex Allison, Councillor John Anderson (*substitute for Councillor John Ross*), Councillor Maureen Chalmers, Councillor Gerry Convery, Councillor Gladys Ferguson-Miller

**Councillor's Apology:**

Councillor John Ross

**Attending:**

**Community and Enterprise Resources**

D Booth, Executive Director

**Finance and Corporate Resources**

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

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The minutes of the meeting of the Recruitment Committee held on 8 August 2022 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 Head of Planning and Regulatory Services**

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

- ◆ recruitment pack
- ◆ synopsis of applicants
- ◆ applications received

The proposed presentation topic and interview questions and an assessment centre summary report were tabled at the meeting.

### **The Committee decided:**

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

- ◆ Applicant Reference Number 1
- ◆ Applicant Reference Number 3
- ◆ Applicant Reference Number 5

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