



Council Offices, Almada Street
Hamilton, ML3 0AA

Thursday, 25 August 2022

Dear Councillor

Recruitment Committee

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

Date: Wednesday, 31 August 2022
Time: 13:00
Venue: By Microsoft Teams and Committee Room 5,

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

Yours sincerely

Cleland Sneddon
Chief Executive

Members

Joe Fagan (Chair), Gerry Convery (Depute Chair), Alex Allison, Maureen Chalmers, Gladys Ferguson-Miller, John Ross

Substitutes

John Anderson, Maureen Devlin, Eileen Logan, Katy Loudon, Hugh Macdonald, Richard Nelson

BUSINESS

1 Declaration of Interests

2 Minutes of Previous Meeting

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Minutes of the meeting of the Recruitment Committee held on 8 August 2022 submitted for approval as a correct record. (Copy attached)

Urgent Business

3 Urgent Business

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

Exclusion of Press and Public

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."

Item(s) for Decision

5 Post of Head of Planning and Regulatory Services

To establish shortlist of candidates for interview. (Papers attached)

For further information, please contact:-

Clerk Name:	Stuart McLeod
Clerk Telephone:	07385370117
Clerk Email:	stuart.mcleod@southlanarkshire.gov.uk

RECRUITMENT COMMITTEE

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Minutes of meeting held in via Microsoft Teams and in Committee Room 5, Council Offices, Almada Street, Hamilton on 8 August 2022

Chair:

Councillor Joe Fagan

Councillors Present:

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

Councillor's Apology:

Councillor Maureen Chalmers

Attending:

Community and Enterprise Resources

D Booth, Executive Director

Finance and Corporate Resources

E McPake, Human Resources Business Partner (Education and Social Work Resources); K McVeigh, Head of Personnel Services; T Slater, Administration Adviser

1 Declaration of Interests

No interests were declared.

2 Urgent Business

There were no items of urgent business.

3 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 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.

4 Post of Head of Planning and Regulatory Services

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

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

The Committee decided:

- (1) that a shortlist of 5 applicants be selected to attend the assessment centre as follows:-
 - ◆ Applicant Reference Number 2
 - ◆ Applicant Reference Number 3
 - ◆ Applicant Reference Number 4
 - ◆ Applicant Reference Number 5
 - ◆ Applicant Reference Number 6
- (2) that a further meeting be arranged after the assessment centre to select applicants for interview; and
- (3) that the interview questions and presentation topic be considered at the next meeting.

5 Post of Head of Enterprise and Sustainable Development

Documentation on the post of Head of Enterprise and Sustainable Development was submitted as follows:-

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

Following discussion, it was proposed that the post of Head of Enterprise and Sustainable Development be re-advertised with consideration given to how this could be shared more widely.

The Committee decided:

- (1) that the post of Head of Enterprise and Sustainable Development be re-advertised; and
- (2) that a further meeting be arranged to consider the shortlist of applicants.