



Council Offices, Almada Street
Hamilton, ML3 0AA

Tuesday, 21 November 2023

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, 29 November 2023

Time: 09:15

Venue: Committee Room 2, 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

Joe Fagan (Chair), Gerry Convery (Depute Chair), Alex Allison, Robert Brown, Maureen Chalmers, John Ross

Substitutes

John Anderson, Margaret Cooper, Maureen Devlin, Eileen Logan, Katy Loudon, 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 25 October 2023 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 Administration and Legal Services

To interview candidates for the post of Head of Administration and Legal Services. (Papers attached)

For further information, please contact:-

Clerk Name:	Stuart McLeod
Clerk Telephone:	07385 370 117
Clerk Email:	stuart.mcleod@southlanarkshire.gov.uk

RECRUITMENT COMMITTEE

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Minutes of meeting held via Microsoft Teams and in Committee Room 3, Council Offices, Almada Street, Hamilton on 25 October 2023

Chair:

Councillor Joe Fagan

Councillors Present:

Councillor Alex Allison, Councillor Robert Brown, Councillor Maureen Devlin (*substitute for Councillor Gerry Convery*), Councillor Katy Loudon (*substitute for Councillor John Ross*)

Councillors' Apologies:

Councillor Maureen Chalmers, Councillor Gerry Convery (Depute), Councillor John Ross

Attending:

Finance and Corporate Resources

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

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 Administration and Legal Services

Documentation on the post of Head of Administration and Legal Services was submitted as follows:-

- ♦ job profile
- ♦ recruitment pack
- ♦ synopsis of applicants
- ♦ applications received

The Committee decided:

that a shortleet of 5 applicants be selected for interview as follows:-

- ◆ Applicant Reference Number 1
- ◆ Applicant Reference Number 2
- ◆ Applicant Reference Number 3
- ◆ Applicant Reference Number 9
- ◆ Applicant Reference Number 10