



Council Offices, Almada Street  
Hamilton, ML3 0AA

Tuesday, 15 March 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, 23 March 2022  
**Time:** 10:00  
**Venue:** By Microsoft Teams,

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 22 February 2022 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 Head of Facilities, Waste and Grounds Services

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

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

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

## RECRUITMENT COMMITTEE

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Minutes of meeting held in Committee Room 1 and via Microsoft Teams, Council Headquarters, Almada Street, Hamilton on 22 February 2022

**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:**

**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

**Community and Enterprise Resources**

A McKinnon, Interim Executive Director

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### 1 Declaration of Interests

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No interests were declared.

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### 2 Urgent Business

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There were no items of urgent business.

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### 3 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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### 4 Post of Head of Facilities, Waste and Grounds

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Documentation on the post of Head of Facilities, Waste and Grounds was submitted as follows:-

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

The proposed presentation topic and interview questions were tabled at the meeting.

**The Committee decided:**

- (1) that a shortlist of 7 applicants be selected to attend the assessment centre as follows:-
  - ◆ Applicant Reference Number 4
  - ◆ Applicant Reference Number 5
  - ◆ Applicant Reference Number 6
  - ◆ Applicant Reference Number 8
  - ◆ Applicant Reference Number 11
  - ◆ Applicant Reference Number 19
  - ◆ Applicant Reference Number 20
- (2) that a further meeting be arranged after the assessment centre to select applicants for interview; and
- (3) that the proposed presentation topic and interview questions be approved for further consideration.