



Council Offices, Almada Street  
Hamilton, ML3 0AA

Thursday, 24 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, 30 March 2022

**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 the meeting of the Recruitment Committee held on 23 March 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 interview candidates for the post of Head of Facilities, Waste and Grounds Services. (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 23 March 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:

#### 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 22 February 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 Facilities, Waste and Grounds Services

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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 assessment centre report was tabled at the meeting.

Two applicants, who had previously been selected to attend the assessment centre, had since withdrawn their applications.

**The Committee decided:** that a shortlist of 3 applicants be selected for interview as follows:-

- ◆ Applicant Reference Number 1
- ◆ Applicant Reference Number 2
- ◆ Applicant Reference Number 5

*[Reference: Minutes of 22 February 2022 (Paragraph 4)]*