



Council Offices, Almada Street
Hamilton, ML3 0AA

Tuesday, 27 March 2018

Dear Councillor

Recruitment Committee

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

Date: Friday, 09 February 2018

Time: 09:00

Venue: Committee Room 2, Council Offices, Almada Street, Hamilton, ML3 0AA

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

Members are reminded to bring their fully charged tablets to the meeting

Yours sincerely

Lindsay Freeland
Chief Executive

Members

John Ross (Chair), Alex Allison, Walter Brogan, Maureen Chalmers, Peter Craig, Davie McLachlan

Substitutes

Stephanie Callaghan, Gerry Convery, Ann Le Blond, Eileen Logan, Katy Loudon, Gladys Miller

BUSINESS

1 Declaration of Interests

2 Minutes of Previous Meeting

3 - 4

Minutes of the meeting of the Recruitment Committee held on 15 January 2018 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 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 Finance and Corporate Resources - Post of Head of Finance (Transactions)

To interview candidates for the post of Head of Finance (Transactions). (Copies attached) Page(s) 7 to End

For further information, please contact:-

Clerk Name: Stuart McLeod

Clerk Telephone: 01698 454815

Clerk Email: stuart.mcleod@southlanarkshire.gov.uk

RECRUITMENT COMMITTEE

2

Minutes of meeting held in Committee Room 2, Council Offices, Almada Street, Hamilton on 15 January 2018

Chair:

Councillor John Ross

Councillors Present:

Walter Brogan, Peter Craig, Ann Le Blond (*substitute for Councillor Allison*), Davie McLachlan, Gladys Miller (*substitute for Councillor Chalmers*)

Councillors' Apologies:

Alex Allison, Maureen Chalmers

Attending:

Finance and Corporate Resources

P Manning, Executive Director; S McLeod, Administration Officer; K McVeigh, Head of Personnel Services; L Rhind, Personnel Services Manager

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 following 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 Finance and Corporate Resources - Post of Head of Finance (Transactions)

Documentation on the post of Head of Finance (Transactions) was submitted as follows:-

- ♦ job profile
- ♦ applications received
- ♦ proposed presentation topic and interview questions

The Committee decided:

- (1) that the job profile be approved;
- (2) that a shortlist of 4 applicants be selected as follows:-
 - ♦ Applicant Reference Number 2

- ◆ Applicant Reference Number 11
 - ◆ Applicant Reference Number 13
 - ◆ Applicant Reference Number 14
- (3) that the Executive Director (Finance and Corporate Resources), in consultation with the Head of Personnel Services, be authorised to select applicants for interview from the above shortlist based on their performance at the assessment centre;
- (4) that the proposed presentation topic and interview questions be approved; and
- (5) that the interviews for the post of Head of Finance (Transactions) be held on Friday 9 February 2018.