

# RECRUITMENT COMMITTEE

Minutes of meeting held in Committee Room 5, Council Offices, Almada Strret, Hamilton on 24 October 2011

**Chair:**

Councillor Edward McAvoy

**Councillors Present:**

Jackie Burns, Beith Forrest, Ian Gray, Sheena Wardhaugh

**Councillor's Apology:**

Jim Docherty

**Attending:**

**Finance and Corporate Resources**

P Manning, Executive Director; R Lake, Head of Administration Services; 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 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(s) 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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## 3 Finance and Corporate Resources - Post of Head of Finance

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Documentation on the post of Head of Finance 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 the following 6 applicants be invited to participate in the Assessment Centre exercise:-
  - ◆ Applicant Reference Number 1
  - ◆ Applicant Reference Number 2
  - ◆ Applicant Reference Number 7
  - ◆ Applicant Reference Number 9
  - ◆ Applicant Reference Number 11
  - ◆ Applicant Reference Number 16

- (3) that, if an evident break between applicants emerged in the course of the Assessment Centre exercise in terms of those applicants demonstrating the best level of fit for the position, the number of applicants invited to attend for interview be reduced;
- (4) that the proposed presentation topic and interview questions be approved; and
- (5) that the interviews for the post of Head of Finance be held on 7 November 2011.

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#### **4 Urgent Business**

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There were no items of urgent business.