

RECRUITMENT COMMITTEE

Minutes of meeting held in Committee Room 2, Council Offices, Almada Street, Hamilton on 17 August 2011

Chair:

Councillor Edward McAvoy

Councillors Present:

Jackie Burns, Jim Docherty, Beith Forrest, Ian Gray, Sheena Wardhaugh

Attending:**Chief Executive's Service**

A Strang, Chief Executive

Corporate Resources

R Lake, Administration Manager; K McVeigh, Head of Personnel Services

Social Work Resources

H Stevenson, Executive Director (*for item 4*)

Order of Business

It was agreed that the order of business be varied to allow item 4 to be dealt with prior to item 3.

1 Declaration of Interests

No interests were declared.

2 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(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.

Item 4 was dealt with at this point in the meeting

3 Finance and Corporate Resources - Post of Executive Director

Documentation on the post of Executive Director (Finance and Corporate Resources) was submitted as follows:-

- ◆ person specification
- ◆ job profile
- ◆ applications received
- ◆ proposed presentation topic and interview questions

The Committee decided:

- (1) that the person specification and job profile for the post of Executive Director (Finance and Corporate Resources) be approved;
- (2) that a short list of 4 applicants be selected as follows:-
 - ◆ Applicant Reference Number 2
 - ◆ Applicant Reference Number 10
 - ◆ Applicant Reference Number 12
 - ◆ Applicant Reference Number 18
- (3) that the proposed presentation topic and interview questions be approved; and
- (4) that the interviews for the post of Executive Director (Finance and Corporate Resources) be held on 31 August 2011.

The following item was dealt with prior to item 3 on the agenda

4 Social Work Resources - Post of Head of Adult and Older People Services

Documentation on the post of Head of Adult and Older People Services was submitted as follows:-

- ◆ person specification
- ◆ job profile
- ◆ applications received
- ◆ proposed presentation topic and interview questions

The Committee decided:

- (1) that the person specification and job profile for the post of Head of Adult and Older People Services be approved;
- (2) that a short list of 3 applicants be selected as follows:-
 - ◆ Applicant Reference Number 7
 - ◆ Applicant Reference Number 10
 - ◆ Applicant Reference Number 12
- (3) that the proposed presentation topic and interview questions be approved; and
- (4) that the interviews for the post of Head of Adult and Older People Services be held on 6 September 2011.

5 Urgent Business

There were no items of urgent business.