



Council Offices, Almada Street
Hamilton, ML3 0AA

Thursday, 29 February 2024

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, 08 March 2024

Time: 09:15

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

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

Yours sincerely

Paul Manning
Chief Executive

Members

Joe Fagan (Chair), Gerry Convery (Depute Chair), Alex Allison, Robert Brown, Maureen Chalmers, John Ross

Substitutes

John Anderson, Margaret Cooper, Maureen Devlin, Eileen Logan, Katy Loudon, Richard Nelson

BUSINESS

1 Declaration of Interests

2 Minutes of Previous Meetings

3 - 8

Minutes of the meetings of the Recruitment Committee held on 7 December 2023, 31 January 2024 and 27 February 2024. (Copies 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(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."

Item(s) for Decision

5 Post of Executive Director (Finance and Corporate Resources)

To interview candidates for the post of Executive Director (Finance and Corporate Resources). (Papers attached)

For further information, please contact:-

Clerk Name:	Stuart McLeod
Clerk Telephone:	07385 370 117
Clerk Email:	stuart.mcleod@southlanarkshire.gov.uk

RECRUITMENT COMMITTEE

2

Minutes of meeting held via Microsoft Teams and in Committee Room 5, Council Offices, Almada Street, Hamilton on 7 December 2023

Chair:

Councillor Joe Fagan

Councillors Present:

Councillor Robert Brown, Councillor Maureen Chalmers, Councillor Gerry Convery (Depute), Councillor John Ross

Councillor's Apology:

Councillor Alex Allison

Attending:

Finance and Corporate Resources

P Manning, Executive Director; S McLeod, Administration Officer; E McPake, Human Resources Business Partner (Education and Social Work Resources)

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 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.

4 Post of Executive Director (Finance and Corporate Resources)

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

- ◆ job profile
- ◆ recruitment pack
- ◆ synopsis of applicants
- ◆ applications received

The Committee decided: that a shortlist of 2 applicants be selected for interview as follows:-

- ◆ Applicant Reference Number 1
- ◆ Applicant Reference Number 4

RECRUITMENT COMMITTEE

2

Minutes of meeting held via Microsoft Teams and in Committee Room 3, Council Offices, Almada Street, Hamilton on 31 January 2024

Chair:

Councillor Joe Fagan

Councillors Present:

Councillor Alex Allison, Councillor Robert Brown, Councillor Maureen Chalmers, Councillor Gerry Convery (Depute), Councillor John Ross

Attending:

Chief Executive's Service

P Manning, Chief Executive

Finance and Corporate Resources

S McLeod, Administration Officer; E McPake, Human Resources Business Partner (Education and Social Work Resources)

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 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.

4 Post of Executive Director (Finance and Corporate Resources)

The Recruitment Committee, at its previous meeting held on 7 December 2023, had selected a shortlist of 2 applicants for interview for the post of Executive Director (Finance and Corporate Resources), however, Applicant Reference Number 4 had since withdrawn their application and the post had subsequently been re-advertised.

The other applicant, selected at the previous meeting, Applicant Reference Number 1, had not been required to re-apply for the post and remained in consideration.

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

- ◆ job profile
- ◆ recruitment pack
- ◆ synopsis of applicants
- ◆ further applications received

The Committee decided:

(1) that Applicant Reference Number 1, selected at the previous meeting held on 7 December 2023, and the following further shortleat of 5 applicants be selected for the assessment centre:-

- ◆ Applicant Reference Number 2
- ◆ Applicant Reference Number 4
- ◆ Applicant Reference Number 5
- ◆ Applicant Reference Number 6
- ◆ Applicant Reference Number 9

(2) that a further meeting be held on 27 February 2024, following the assessment centre, to select applicants for interview.

[Reference: Minutes of 7 December 2023 (Paragraph 4)]

RECRUITMENT COMMITTEE

2

Minutes of meeting held via Microsoft Teams and in Committee Room 2, Council Offices, Almada Street, Hamilton on 27 February 2024

Chair:

Councillor Gerry Convery (Depute)

Councillors Present:

Councillor Alex Allison, Councillor Robert Brown, Councillor Maureen Chalmers, Councillor Joe Fagan (Chair), Councillor John Ross

Attending:

Chief Executive's Service

P Manning, Chief Executive

Finance and Corporate Resources

S McLeod, Administration Officer; E McPake, Human Resources Business Partner (Education and Social Work Resources)

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 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.

4 Post of Executive Director (Finance and Corporate Resources)

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

- ◆ job profile
- ◆ recruitment pack
- ◆ synopsis of applicants
- ◆ applications received

The assessment centre summary report was tabled at the meeting.

The Human Resources Business Partner advised that Applicant Reference Number 4 had withdrawn their application.

The Committee decided:

that a shortlist of 3 applicants be selected for interview as follows:-

- ◆ Applicant Reference Number 1
- ◆ Applicant Reference Number 3
- ◆ Applicant Reference Number 6

[Reference: Minutes of 31 January 2024 (Paragraph 4)]

Councillors Allison and Fagan entered the meeting during this item of business