



Council Offices, Almada Street  
Hamilton, ML3 0AA

Tuesday, 07 May 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:** Tuesday, 14 May 2024  
**Time:** 09:15  
**Venue:** By Microsoft Teams and Committee Room 2,

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 Meeting

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Minutes of the meeting of the Recruitment Committee held on 16 April 2024 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 Finance Services (Strategy)

To establish shortlist of candidates for interview. (Papers attached)

### ***For further information, please contact:-***

Clerk Name:	Stuart McLeod
Clerk Telephone:	07385 370 117
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## RECRUITMENT COMMITTEE

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Minutes of meeting held via Microsoft Teams and in Committee Room 3, Council Offices, Almada Street, Hamilton on 16 April 2024

**Chair:**

Councillor Joe Fagan

**Councillors Present:**

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

**Attending:**

**Finance and Corporate Resources**

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

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### 1 Declaration of Interests

No interests were declared.

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### 2 Urgent Business

There were no items of urgent business.

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### 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.

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### 4 Post of Head of Finance Services (Strategy)

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

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

**The Committee decided:**

(1) that a shortlist of 5 applicants be selected for the assessment centre as follows:-

- ◆ Applicant Reference Number 1
- ◆ Applicant Reference Number 3
- ◆ Applicant Reference Number 4
- ◆ Applicant Reference Number 5
- ◆ Applicant Reference Number 6

- (2)** that a further meeting be arranged after the assessment centre to select applicants for interview.