

RECRUITMENT COMMITTEE

At a Meeting of the Recruitment Committee held in Meeting Room 2, Council Offices, Garshake Road on Monday, 13 August 2007 at 2.00 p.m.

Present: Councillors Margaret Bootland, David McBride, Jim McElhill, Iain Robertson and Martin Rooney.

Attending: David McMillan, Chief Executive and Tricia O'Neill, Head of Personnel Services.

Apology: An apology for absence was submitted on behalf of Councillor Craig McLaughlin.

Councillor Iain Robertson in the Chair

COMMITTEE MEMBERSHIP

In response to a query on Committee Membership it was agreed to check if Councillor Black would be taking up a seat on the Recruitment Committee.

It was also noted that the Spokesperson for the relevant service areas would be included in the Recruitment Panel for the Executive Director posts.

MANAGEMENT STRUCTURES

Structures

A copy of the revised management structures was submitted for information and noted.

Job Profiles and Person Specifications for Directors' Posts

A report was submitted by the Chief Executive seeking approval for the new Job Profiles and Person Specifications for the posts of Director of Corporate Services, Director of Education and Director of Housing, Environment and Economic Development in the revised format Job Profile and Person Specification.

After discussion and having heard the Chief Executive and the Head of Personnel Services in further explanation and in answer to Members' questions, the Committee agreed to approve the Job Profiles and Person Specifications as shown in the Appendices to the report with a slight amendment to the Director of Housing, Environment and Economic Development to bring the areas of responsibility up-to-date.

RECRUITMENT OF DIRECTORS POSTS

Chief Officers' Salary Structures

A report was submitted by the Chief Executive seeking approval for the establishment of a revised pay structure for Chief Officers.

After discussion and having heard the Chief Executive and the Head of Personnel Services in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to approve the revision of the current salary relationship between Directors and the Chief Executive from 80% to 84% and the relationship between the Heads of Services and Directors from 75% to 76%;
- (2) that the Director posts would have a single point fixed salary and the Heads of Service would retain an incremental scale; and
- (3) that the appointment of the Director posts would be on permanent contracts.

Advertising

The Head of Personnel Services advised the Committee of the advertising procedures in place for the recruitment of the Director's posts.

Consultant Executive Search and Assessment

A copy of the Consultant Project Brief issued with regard to the recruitment of the Director's posts was submitted for information and noted.

The Committee agreed:-

- (1) that two of the companies who had submitted a tender would be invited to further discuss their proposal with the Chief Executive and the Head of Personnel; and
- (2) that given the timescales which precluded a further report to the Committee, the Chief Executive would have delegated authority to appoint Consultancy support in consultation with the Leader of the Council and the Leader of the Opposition.

Recruitment and Selection Timetable

A copy of a proposed timetable for the recruitment and selection of the Director's posts was submitted for note however it was acknowledged that this may change on appointment of external consultancy support.

After discussion and having heard the Chief Executive and the Head of Personnel Services in further explanation and in answer to Members' questions, the Committee agreed that the Directors posts should be advertised at the beginning of September and that guidelines and training should be put in place to support the Recruitment Panel in the appointments process.

Contract of Employment

A copy of the Contract of Employment that will be issued to successful candidates was submitted for information and noted.

The meeting closed at 3.15pm.