

RECRUITMENT COMMITTEE

At a Meeting of the Recruitment Committee held on Wednesday, 28 April 2004 in Meeting Room 1, Council Offices, Garshake Road, Dumbarton at 2.00 p.m.

Present: Councillors Denis Agnew, Margaret Bootland, Geoff Calvert, James McCallum and Andy White.

Attending: Tim Huntingford, Chief Executive; and Gerry McInerney, Head of Personnel Services.

Councillor Andy White in the Chair

MINUTES OF PREVIOUS MEETING

2491 The Minutes of Meetings of the Recruitment Committee held on 13 February 2004, 8 March 2004 and 29 March 2004 were submitted and approved as a correct record.

EXCLUSION OF PRESS AND PUBLIC

2492 The Committee approved the following resolution:-

2493 “That under Section 50A (4) of the Local Government (Scotland) Act, 1973 the press and public be excluded from the meeting for the following item of business on the grounds that it may involve the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 7A of the Act.”

POST OF DIRECTOR OF EDUCATION AND CULTURAL SERVICES

(a) Shortleat of Candidates

2494 The Committee had under consideration 8 applications in respect of the above post.

2495 After discussion and having heard Mr. Huntingford and Mr. McInerney in answer to Members' questions, it was agreed that a shortleat of 3 applicants be invited to attend for interview as follows:-

**B. McCafferty
S. McKenzie
J. Rooney**

(b) Arrangements for Interview

After discussion, the Committee agreed:-

- (1) that interviews in respect of this post be conducted on Tuesday 11 May, in the Council Chambers, Town Hall, Clydebank;
- (2) that the format of the interviews replicate the arrangements applied to the previous shortleat to ensure consistent candidate assessment;
- (3) that each candidate should give a 10 minute presentation, following which Members would have the opportunity to ask candidates additional questions;
- (4) that the candidates would then be asked 5 set questions, which would be given to each candidate 15 minutes before the start of the interview;
- (5) that following the 5 set questions, Members would be allowed approximately 5 minutes to ask supplementary questions;
- (6) that the total time allocated to each candidate would be 50 minutes; and
- (7) that the topic for the presentation would be "What would be your strategy to improve attainment at key stages of Secondary Schools, whilst ensuring inclusion for all pupils?".

The meeting closed at 3.00 p.m.