

RECRUITMENT AND INDIVIDUAL PERFORMANCE MANAGEMENT COMMITTEE

At a Meeting of the Recruitment and Individual Performance Management Committee held in the Council Chambers, Municipal Buildings, Station Road, Dumbarton on Wednesday, 31 October 2007 commencing at 9.15 a.m.

Present: Provost Denis Agnew and Councillors Margaret Bootland, Martin Rooney, Ronnie McColl, Iain Robertson and May Smillie.

Attending: David McMillan, Chief Executive; Tricia O'Neill, Head of Human Resources and Organisational Development.

Also

Attending: Francine Ewen, Personnel Manager and Donogh O'Brien, Munro Consulting*.

* In attendance following the completion of the interviews only.

Apologies: Apologies for absence were submitted on behalf of Councillors David McBride and Councillor Craig McLaughlin.

Councillor Iain Robertson in the Chair

EXCLUSION OF PRESS AND PUBLIC

The Committee approved the following resolution:-

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

POST OF EXECUTIVE DIRECTOR OF EDUCATIONAL SERVICES – INTERVIEW OF CANDIDATES

The Committee was asked to formally indicate if there was any conflict of interest which would materially affect the recruitment process in respect of the shortlisted candidates. It was confirmed that although one candidate was known to the Committee there was no relationship of a more personal nature that could potentially impact on the decision making process.

The Committee agreed the running order of the competency based interview questions and proceeded to interview and hear a presentation from the undernoted candidates for the post of Executive Director of Educational Services:-

**E Jamieson
T Lanagan
I Robertson
V Thorburn**

The Committee noted that since the shortleeting meeting one of the candidates, N Logue had withdrawn their application.

The Committee then heard from the Personnel Manager and Mr. O'Brien, Munro Consulting, who provided further assessment information on each candidate.

The Committee also received written assessment feedback from Michael O'Neill, former Director of Education at North Lanarkshire Council, in relation to interviews that had been conducted with each of the candidates on the previous day in relation to knowledge and understanding of the wider agenda for education and the national curriculum.

Interview assessment sheets were then finalised by Members scoring their overall assessment of each candidate.

A preferred candidate was identified on a vote being taken by the Committee.

FINAL SESSION – CONSIDERATION OF APPLICATIONS

With reference to the Minutes of Meeting of the Recruitment and Individual Performance Management Committee held on 22 October 2007, the Committee gave consideration to confirming the preferred candidates identified through each of the Committee meetings for the post of:-

- (a) Executive Director of Housing, Environmental and Economic Development;
- (b) Executive Director of Corporate Services; and
- (c) Executive Director of Educational Services.

After discussion and having heard the Chief Executive, the Head of Human Resources and Organisational Development, the Personnel Manager and Mr. O'Brien in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) in respect of the post of Executive Director of Housing, Environmental and Economic Development, that Ms. Elaine Melrose had been identified as the preferred candidate subject to the provision of satisfactory references and occupational health clearance;
- (2) in respect of the post of Executive Director of Corporate Services, that Mrs. Joyce White had been identified as the preferred candidate subject to the provision of satisfactory references and occupational health clearance;
- (3) in respect of the post of Executive Director of Educational Services, that Mr. Terry Lanagan had been identified as the preferred candidate subject to the provision of satisfactory references and occupational health clearance;
- (4) that on receipt of satisfactory references and occupational health clearance, and in consultation with the Leader of the Council and the Leader of the Opposition, the Chief Executive was delegated authority to make formal offers of appointment; and
- (5) to note that the Head of Human Resources and Organisational Development would, on behalf of the Committee, arrange to inform the unsuccessful candidates of the Committee's decision.

The Leader of the Opposition, Martin Rooney, expressed his thanks to the Leader of the Council for chairing the Committee and expressed the view that the process had been an objective and worthwhile exercise which was both open and transparent. This statement was echoed by Provost Denis Agnew.

The Committee also formally expressed their thanks to the Officers and Administrative Staff for their support in the recruitment process.

The meeting closed at 5.30 p.m.