

WEST DUNBARTONSHIRE COUNCIL
Council Offices, Garshake Road, Dumbarton, G82 3PU

21 May 2004

MEETING: RECRUITMENT COMMITTEE
TUESDAY 1 JUNE 2004
MEETING ROOM 1
COUNCIL OFFICES
GARSHAKE ROAD
DUMBARTON

Dear Member,

Please attend a Meeting of the **Recruitment Committee** to be held in **Meeting Room 1, Council Offices, Garshake Road, Dumbarton** on Tuesday, 1 June 2004 at 12.30 p.m.

The business is as shown on the enclosed agenda.

Yours faithfully

TIM HUNTINGFORD

Chief Executive

Distribution:-

Councillor Andy White
Councillor James Flynn
Councillor Tony Devine
Councillor Margaret Bootland
Councillor Craig McLaughlin

All other Councillors for Information

Chief Executive

RECRUITMENT COMMITTEE

TUESDAY, 1 JUNE 2004

AGENDA

1. APOLOGIES

2. MINUTES OF PREVIOUS MEETING (pages 1 – 2)

Submit for approval, as a correct record, the Minutes of Meeting of the Recruitment Committee held on 11 May 2004.

3. EXCLUSION OF PRESS AND PUBLIC

The Committee is asked to pass 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 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”

4. POST OF DIRECTOR OF CORPORATE SERVICES

The Recruitment Committee is requested to:-

- (a) agree the short list of applicants for interview;
- (b) consider and agree the format and procedures to be applied during the interview process; and
- (c) discuss and agree on questions to be asked at the interviews.

The Personnel representative will provide details of all the applicants for the post at the meeting.

For information on the above agenda please contact Shona Barton, Administrative Assistant, Legal and Administrative Services, Council Offices, Garshake Road, Dumbarton, G82 3PU. Tel: (01389) 737205.
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