

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

8 August 2007

**MEETING: RECRUITMENT COMMITTEE**  
**MONDAY, 13 AUGUST 2007**  
**MEETING ROOM 2**  
**COUNCIL OFFICES**  
**GARSHAKE ROAD**  
**DUMBARTON**

Dear Member,

Please attend a Meeting of the **Recruitment Committee** to be held in **Meeting Room 2, Council Offices, Garshake Road, Dumbarton** on Monday, 13 August 2007 at 2.00 p.m.

The business is as shown on the enclosed agenda.

Yours faithfully

**DAVID MCMILLAN**

Chief Executive

**Distribution:-**

Councillor Iain Robertson  
Councillor Jim McElhill  
Councillor Craig McLaughlin  
Councillor Martin Rooney  
Councillor Margaret Bootland  
Councillor David McBride  
1 vacancy

**All other Councillors for Information**

Chief Executive  
Head of Personnel Services

## **RECRUITMENT COMMITTEE**

**MONDAY, 13 AUGUST 2007**

### **AGENDA**

#### **1. APOLOGIES**

#### **2. MANAGEMENT STRUCTURES**

##### **(a) Structures**

Submit for information a copy of the revised management structures.

##### **(b) Job Profiles and Person Specifications for Directors' Posts**

Submit report 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.

#### **3. RECRUITMENT OF DIRECTORS POSTS**

##### **(a) Chief Officers' Salary Structures**

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

##### **(b) Advertising**

The Head of Personnel Services will provide a verbal report on the advertising procedures in place for the recruitment of the Director's posts.

##### **(c) Consultant Executive Search and Assessment**

Submit for information a copy of the Consultant Project Brief issued with regard to the recruitment of the Director's posts.

##### **(d) Recruitment and Selection Timetable**

Submit for consideration and approval a copy of the proposed timetable for the recruitment and selection of the Director's posts.

**(e) Contract of Employment**

Submit for information a copy of the Contract of Employment which will be issued to successful candidates.

For information on the above agenda please contact Shona Barton, Administrative Officer, Legal and Administrative Services, Council Offices, Garshake Road, Dumbarton, G82 3PU. Tel: (01389) 737205. e-mail: [shona.barton@west-dunbarton.gov.uk](mailto:shona.barton@west-dunbarton.gov.uk)