

RECRUITMENT COMMITTEE

At a Meeting of the Recruitment Committee held on Thursday, 5 October 2006 in Meeting Room 3, Council Offices, Garshake Road, Dumbarton at 10.00 a.m.

Present: Councillors James Flynn, *Duncan McDonald, Connie O'Sullivan, **Martin Rooney and Andy White.

*Attended for item concerning post of Director of Housing, Regeneration and Environmental Services only.

** Attended for item concerning post of Director of Social Work Services only.

Attending: David McMillan, Director of Housing, Regeneration and Environmental Services and Tricia O'Neill, Head of Personnel Services.

Councillor Andy White 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 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 HOUSING, REGENERATION AND ENVIRONMENTAL SERVICES

Shortleat of Candidates

The Committee had under consideration 11 applications in respect of the above post.

After discussion and having heard Mr. McMillan and Ms. O'Neill in answer to Members' questions, it was agreed that a shortleat of 4 applicants be invited to attend for interview as follows:-

**D Cunningham
R Dinnie
I Hodgson
B Woodcock**

Arrangements for Interview

After discussion, the Committee agreed:-

- (1) that interviews in respect of this post be conducted on Thursday, 26 October 2006, in the Ante-Room, Clydebank Town Hall, Dumbarton Road, Clydebank;
- (2) that each candidate should give a 10 minute presentation, following which Members would have the opportunity to ask candidates questions;
- (3) 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;
- (4) that following the 5 set questions, Members would be allowed approximately 5 minutes to ask supplementary questions;
- (5) that the total time allocated to each candidate would be 50 minutes;
- (6) that the topic for the presentation would be "What do you see as being the main issues facing the Housing, Regeneration and Environmental Services Department in the next few years and how would you plan for them?"
- (7) that candidates would attend an Assessment Centre on Wednesday, 25 October 2006. This Assessment would address a range of key competencies and a report would be made to the Recruitment Committee; and
- (8) that the Director of Housing, Regeneration and Environmental Services and the Head of Personnel would be in attendance at the interviews on 26 October 2006 to provide professional advice to the Committee.

NOTE: Councillor McDonald left the meeting at this point in the proceedings and Councillor Rooney entered the meeting.

POST OF DIRECTOR OF SOCIAL WORK SERVICES

Shortlist of Candidates

The Committee had under consideration 2 applications in respect of the above post.

After discussion and having heard Mr. McMillan and Ms. O'Neill in answer to Members' questions, it was agreed that both applicants be invited to attend for interview as follows:-

B Clark
J Donnelly

Arrangements for Interview

After discussion, the Committee agreed:-

- (1) that interviews in respect of this post be conducted on Friday, 10 November 2006, in the Ante-Room, Clydebank Town Hall, Dumbarton Road, Clydebank;
- (2) that each candidate should give a 10 minute presentation, following which Members would have the opportunity to ask candidates questions;
- (3) 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;
- (4) that following the 5 set questions, Members would be allowed approximately 5 minutes to ask supplementary questions;
- (5) that the total time allocated to each candidate would be 50 minutes;
- (6) that the topic for the presentation would be "Outline your vision for delivering transformational change within Social Work Services in light of the 21st Century Social Work Review and what this means for improving services to the people of West Dunbartonshire.";
- (7) that candidates would attend an Assessment Centre on the day of the interviews in Clydebank Town Hall. This Assessment would address a range of key competencies and a report would be made to the Recruitment Committee; and
- (8) that the Chief Executive and the Head of Personnel would be in attendance at the interviews on 10 November 2006 to provide professional advice to the Committee.

It was agreed by the Committee that after completion of recruitment to the Directors posts the Head of Personnel would undertake a review in relation to the use of assessment centres to support recruitment at Director level.

The meeting closed at 11.10 a.m.