

RECRUITMENT AND INDIVIDUAL PERFORMANCE MANAGEMENT COMMITTEE

At a Meeting of the Recruitment and Individual Performance Management Committee held on Monday, 22 October 2007 in Meeting Room 3, Council Offices, Garshake Road, Dumbarton at 8.30 a.m.

Present: Provost Denis Agnew and Councillors Margaret Bootland, William Hendrie*, David McBride, Ronnie McColl, Iain Robertson, Martin Rooney, and May Smillie**.

Apology: An apology for absence was intimated on behalf of Craig McLaughlin

*Attended for item concerning post of Executive Director of Housing, Environmental and Economic Development only.

** Attended for item concerning post of Executive Director of Educational Services only.

Attending: David McMillan, Chief Executive; Tricia O'Neill, Head of Human Resources and Organisational Development; Stephen Brown, Head of Legal, Administrative and Regulatory Services and Donogh O'Brien, Munro Consulting.

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 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.”

Before commencing the business of the meeting and following an issue which was raised by Councillor Rooney, the Head of Legal, Administrative and Regulatory Services was called into the meeting to provide advice on the position of Councillor Ronnie McColl and whether or not he could be present at the meeting.

Mr Brown clarified that both SNP and Labour Groups were entitled to replace their respective nominations on the Committee, this having been a long standing practice of Council. In response to questions which were raised, Mr Brown clarified that the initial Council decision invited the respective political groups to make nominations to the Committees in respect of the number of places allocated to the particular group but individual groups can change these nominations from time to time.

Councillor Robertson confirmed that Councillor Ronnie McColl had been nominated to replace Councillor McElhill as a member of the Committee and Mr Brown confirmed that Councillor McColl was therefore a member of the Committee.

Councillor Rooney, seconded by Councillor McBride, moved:-

That the Committee notes that Councillor McColl is not a member of the Committee and cannot sit thereon.

As an amendment, Councillor Robertson, seconded by Councillor Hendrie, moved:-

That in accordance with the legal advice given to the Committee, the Committee should continue with its business and the membership of the Committee would be as per the distribution list contained with the Committee Papers.

On a vote being taken, 4 Members voted for the amendment and 3 for the motion. The amendment was accordingly declared carried.

It was thereafter clarified that Councillor Hendrie had been invited to attend the meeting for the purposes of shortleeting for the post of Executive Director of Housing, Environmental and Economic Development and Councillor Smillie had been invited to the meeting for the shortleeting for the post of Executive Director of Educational Services.

It was noted that Provost Agnew was a Member of the Committee representing the Opposition (other) as outlined in the Standing Orders.

NOTE: Councillor McColl and Provost Agnew left the meeting at this point in the proceedings.

POST OF EXECUTIVE DIRECTOR OF HOUSING, ENVIRONMENTAL AND ECONOMIC DEVELOPMENT

Shortleet of Candidates

The Committee had under consideration 22 applications in respect of the above post. It was noted that one applicant had also expressed an interest in the post of Executive Director of Corporate Services and that another applicant had subsequently withdrawn their application.

After discussion and having heard Mr. McMillan, Ms. O'Neill and Mr O'Brien in answer to Members' questions, it was agreed that a shortleat of 6 applicants be invited to attend for interview as follows:-

**R Dinnie
I Hodgson
E Melrose
I Nicolson
N Seneviratne
P Woodburn**

Arrangements for Interview

After discussion, the Committee agreed:-

- (1) that interviews in respect of this post be conducted on Monday, 29 October 2007 in the Council Chambers, Municipal Buildings, Station Road, Dumbarton;
- (2) that the assessment process for applicants would include:
 - Psychometric testing
 - Completion of significant incident report focusing on key areas of competence
 - interview with Munro Consulting and HR Representative focusing on biographical detail and significant incident analysis
 - Presentation to Committee Members
 - Committee Interview with competence based questions;
- (3) the interview and assessment timetable with Members attending at least 30 minutes prior to the first interview;
- (4) that the Chief Executive and Head of Human Resources and Organisational Development would be in attendance at the Committee interview and wash up session and that Munro Consulting would be in attendance at the final wash up session; and
- (5) that the final decision on an offer of appointment would not be made until after discussion at the final wash up session on Wednesday 31 October

NOTE: Councillor Hendrie left the meeting at this point in the proceedings.

POST OF EXECUTIVE DIRECTOR OF CORPORATE SERVICESShortleat of Candidates

The Committee had under consideration 39 applications in respect of the above post. It was noted that one applicant had also applied for the post of Executive Director of Housing, Environmental and Economic Development and had subsequently been shortleated for this role.

After discussion and having heard Mr. McMillan, Ms. O'Neill and Mr O'Brien in answer to Members' questions, it was agreed that a shortleat of 6 applicants be invited to attend for interview as follows:-

**A Clements
J Davidson
D Hall
E Melrose
D Paxton
J White**

Arrangements for Interview

After discussion, the Committee agreed:-

- (1) that interviews in respect of this post be conducted on Tuesday, 30 October 2007 in the Council Chambers, Municipal Buildings, Station Road, Dumbarton;
- (2) that the applicant shortlisted for more than one post would require to repeat the interview arrangements given the different make-up of the panel for the post;
- (3) that the arrangements for the interviews and assessment process should follow a similar format to that of the post of Executive Director of Housing, Environmental and Economic Development; and
- (4) that the final decision on an offer of appointment would not be made until after discussion at the final wash up session on Wednesday 31 October

NOTE: Councillor Smillie joined the meeting at this point in the proceedings.

POST OF EXECUTIVE DIRECTOR OF EDUCATIONAL SERVICESShortleat of Candidates

The Committee had under consideration 15 applications in respect of the above post. After discussion and having heard Mr. McMillan, Ms. O'Neill and Mr. O'Brien in answer to Members' questions, it was agreed that a shortleat of 5 applicants be invited to attend for interview as follows:-

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

Arrangements for Interview

It was agreed:-

- (1) that interviews in respect of this post be conducted on Wednesday, 31 October 2007 in the Council Chambers, Municipal Buildings, Station Road, Dumbarton;
- (2) that the arrangements for the interviews and assessment process should follow a similar format to that of the previous 2 posts;
- (3) that in addition there would be a technical interview to explore knowledge and expertise in relation to the national curriculum and wider education agenda. This would be undertaken by a former Director of Education from another Council with an assessment report being submitted to the Committee; and
- (4) that the final decision on an offer of appointment would not be made until after discussion at the final wash up session on Wednesday 31st October

The meeting closed at 11.10 a.m.