

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

22 April 2004

MEETING: RECRUITMENT COMMITTEE
WEDNESDAY 28 APRIL 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 Wednesday, 28 April 2004 at 2.00 p.m.

The business is as shown on the attached agenda.

Yours faithfully

TIM HUNTINGFORD

Chief Executive

Distribution:-

Councillor Andy White
Councillor Geoff Calvert
Councillor James McCallum
Councillor Denis Agnew
Councillor Margaret Bootland
Councillor Craig McLaughlin

All other Councillors for Information

Chief Executive
Head of Personnel Services

RECRUITMENT COMMITTEE
WEDNESDAY, 28 APRIL 2004

AGENDA

1. APOLOGIES

2. MINUTES OF PREVIOUS MEETING

- (a) Submit, for approval as a correct record, Minutes of Meeting of the Recruitment Committee held on 13 February 2004.
(pages 1 - 2)
- (b) Submit, for approval as a correct record, Minutes of Meeting of the Recruitment Committee held on 8 March 2004.
(pages 3 - 4)
- (c) Submit for approval as a correct record, Minutes of Meeting of the Recruitment Committee held on 29 March 2004.
(pages 5 - 6)

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 EDUCATION AND CULTURAL 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 Head of Personnel Services 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.
email: shona.barton@west-dunbarton.gov.uk