

## RECRUITMENT COMMITTEE

At a Meeting of the Recruitment Committee held on Tuesday, 20 June 2006 in Meeting Room 3, Council Offices, Garshake Road, Dumbarton at 2.30 p.m.

**Present:** Councillors Tony Devine, James Flynn, Craig McLaughlin, Connie O'Sullivan and Andy White.

**Attending:** Tricia O'Neill, Head of Personnel Services.

**Also**

**Attending:** John Watley, Solace Enterprises.

### 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 CHIEF EXECUTIVE

(a) Clarification was sought in relation to the Person Specification for the post of Chief Executive. It was noted that ultimately it was for the Recruitment Committee to make any decisions in relation to the shortleat of suitable candidates.

(b) Shortleat of Candidates

The Committee had under consideration **15** applications in respect of the above post.

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

#### Names

D McMillan  
D Carrington

R Jack  
P Wiggins  
J Pannell  
H Hayer

(b) Arrangements for Interview

After discussion, the Committee agreed:-

- (1) that interviews in respect of this post be conducted on Tuesday 11 July 2006, in Meeting Room 1, Council Offices, Garshake Road, Dumbarton;
- (2) that each candidate should give a 10 minute presentation, following which Members would have the opportunity to ask candidates additional 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 *“The Council has identified clear corporate objectives. What opportunities and challenges do these represent and how will you ensure effective delivery”*;
- (7) that candidates would attend an Assessment Centre on Monday, 10 July 2006. This Assessment would address a range of key competencies and a report would be made to the Recruitment Committee;
- (8) that Douglas Sinclair, former Chief Executive, Fife Council and the Head of Personnel would be in attendance at the interviews on 11 July 2006 to provide professional advice to the Committee.

The meeting closed at approximately 3.30 p.m.