

EAST AYRSHIRE COUNCIL**CORPORATE GOVERNANCE COMMITTEE****MINUTES OF MEETING HELD ON TUESDAY 1 JUNE 2004 AT 1000 HOURS IN
THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillors John Knapp, Jim O'Neill, Stephanie Young, Brian Reeves, Daniel Coffey, Douglas Reid, Gordon Cree, John Weir, Drew McIntyre, Stuart Finlayson, Robert McDill, George Smith, Tommy Farrell, William Menzies, William Crawford, Elaine Dinwoodie and Jimmy Carmichael.

ATTENDING: Fiona Lees, Chief Executive; Alex McPhee, Executive Head of Finance; David Mitchell, Acting Executive Director of Corporate Support; John Clayton, Head of Corporate Development and Communication; John Griffiths, Head of Leisure; Colin Houston, Chief Auditor; Mike Padley, Health and Safety Manager; and Gillian Hamilton, Administrative Officer.

APOLOGIES: Councillors Iain Linton, Eric Jackson and Eric Ross.

CHAIR: Councillor John Knapp, Chair.

CHAIR'S COMMENTS

1. The Chair introduced to the Committee and welcomed observers Mr Jean-Louis Dumont, Director of Cultural Development and Mr Alexis Estienne, Highways Engineer from one of the Council's twinned towns, Joué-Lés-Tours in the Touraine region of France, who were visiting the Council from 28 May to 5 June 2004 through the employee exchange programme.

The Chair also welcomed Kathryn McAleavey, who was observing as part of her work experience programme.

SUB-COMMITTEE MINUTES

2. There were submitted and approved, both as a correct record and in respect of the recommendations contained therein, the undernoted Sub-Committee Minutes (circulated), viz:-
 - 2.1 **RECRUITMENT SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE OF 30 MARCH 2004**
 - 2.2 **CHAIR'S SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE OF 31 MARCH 2004**
 - 2.3 **CHAIR'S SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE OF 16 APRIL 2004**
 - 2.4 **RECRUITMENT SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE OF 22 APRIL 2004**
 - 2.5 **RECRUITMENT SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE OF 27 APRIL 2004**
 - 2.6 **RECRUITMENT SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE OF 12 MAY 2004**

LOCAL CODE OF CORPORATE GOVERNANCE (Item 12, Page 3224, 99/03)

3. There was submitted a report dated 20 May 2004 (circulated) by the Chief Executive which advised of progress in the implementation of the Council's Corporate Governance Action Plan and sought approval for the adoption of an updated Local Code of Corporate Governance and revised Action Plan.

It was agreed:-

- (i) to note the process of review for the Council's Corporate Governance arrangements;
- (ii) to note the good progress made in the implementation of the previously agreed Corporate Governance Action Plan;
- (iii) to approve the revised East Ayrshire Local Code of Corporate Governance set out in Appendix 2 to the report;
- (iv) to approve the proposed Corporate Governance Improvement Action Plan set out in Appendix 3 to the report;
- (v) to note that the revised Local Code of Corporate Governance and the Corporate Governance Improvement Action Plan would be published and made available to the general public; and
- (vi) otherwise, to note the content of the report.

BEST VALUE SERVICE REVIEW (Item 9, Page 575, 03/07)

4. There was submitted a report dated 20 May 2004 (circulated) by the Head of Corporate Development and Communication which advised of the proposed configuration of Service Units covering all Council services for the purpose of Best Value Service Review.

It was agreed:-

- (i) to approve the configuration of Service Units proposed by Directors in respect of their own services;
- (ii) to receive a further report at the next meeting of the Corporate Governance Committee that would set out a proposed Best Value Service Review Programme covering all Council Services for the years 2004/05 to 2006/07;
- (iii) to note that the need for cross-cutting reviews would continue to be considered in developing the Council's proposed Best Value Review Programme;
- (iv) to note that Directors would continue to consider any immediate priorities in order to achieve the required efficiencies set through the agreed budget for 2004/05 and 2005/06;
- (v) to consult with the relevant trade unions via the Central Joint Consultative Committee on the Service Unit proposals prior to full implementation; and
- (vi) otherwise, to note the content of the report.

INTERNAL AUDIT ANNUAL REPORT TO MEMBERS 2003/04

5. There was submitted a report dated 19 May 2004 (circulated) by the Chief Auditor which advised that Internal Audit had completed the audit of the Council's internal

control framework for the year ended 31 March 2004; and that the Annual Report was primarily designed to direct attention to matters of significance that had arisen out of the 2003/04 audit process, and offered an opinion on the adequacy and effectiveness of the Council's systems of internal control.

It was agreed:-

- (i) to note the contents of the Internal Audit Annual Report 2003/04; and
- (ii) otherwise, to note the content of the report.

Councillor Weir joined the meeting during consideration of the above item.

HEALTH AND SAFETY ACTION PLAN

6. There was submitted a report dated May 2004 (circulated) by the Health and Safety Manager which reviewed progress against the Corporate (Council-wide) Health and Safety Action Plan 2003/04 and recommended the prioritised Corporate Health and Safety Action Plan for the period 2004/05.

It was agreed:-

- (i) to note the progress in response to the 2003/04 Health and Safety Action Plan;
- (ii) to approve the proposed Health and Safety Action Plan 2004/05;
- (iii) that each Service Director submit a service related Health and Safety Action Plan to the appropriate Committee immediately after the summer recess; and
- (iv) otherwise, to note the content of the report.

JOINT STAFFING WATCH RETURN - MARCH 2004

7. There was submitted and noted a report dated 20 May 2004 (circulated) by the Chief Executive which advised of the Joint Staffing Watch statistics submitted to CoSLA in respect of the March 2004 reporting period.

PRE-RETIREMENT COURSE (Item 15, Page 556, 03/07)

8. There was submitted a report dated 20 May 2004 (circulated) by the Chief Executive which provided an update on the Council's arrangements for offering pre-retirement advice to retiring employees.

It was agreed:-

- (i) to approve the arrangements detailed in the report for offering pre-retirement advice to retiring employees; and
- (ii) otherwise, to note the content of the report.

ABSENCE MANAGEMENT (QUARTER 1, 2004)

9.1 DEPARTMENT OF CORPORATE RESOURCES AND CHIEF EXECUTIVE'S OFFICE

There was submitted and noted a report dated 20 May 2004 (circulated) by the Chief Executive which advised of absence rates for the Department of Corporate Resources and the Chief Executive's Office for the quarterly period ended 31 March 2004.

9.2 DEPARTMENT OF FINANCE

There was submitted and noted a report dated 20 May 2004 (circulated) by the Executive Head of Finance which advised of absence rates for the Department of Finance for the quarterly period ended 31 March 2004.

MINUTES OF CENTRAL JOINT CONSULTATIVE COMMITTEE (LOCAL GOVERNMENT EMPLOYEES AND CRAFTPERSONS)

10. There were submitted and noted Minutes of the Central Joint Consultative Committee (Local Government Employees and Craftpersons) of 25 March 2004 (circulated).

EXCLUSION OF PRESS AND PUBLIC

11. The Committee resolved that under Section 50A(4) of the Local Government (Scotland) Act 1973, as amended, the Press and public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in the Paragraph of Schedule 7A of the Act as shown against each item.

COUNCIL STRUCTURE (PARAS 1 & 11) (Item 17, Page 556, 03/07)

12. There was submitted a report dated 13 May 2004 (circulated) by the Chief Executive which provided an update on progress achieved in implementing the revised organisational structure approved by Council in September 2003.

It was agreed:-

- (i) to approve the staffing proposals contained within the report relating to the Council structure review; and
- (ii) otherwise, to note the content of the report.

COMMUNITY PLANNING AND PARTNERSHIP UNITS - OPERATIONAL STAFF REVIEW - PROPOSALS (PARAS 1 & 11) (Item 14, Page 700, 03/07)

13. There was submitted a report dated 17 May 2004 (circulated) by the Head of Corporate Development and Communication which sought approval for minor amendments to the operational staffing structure of the Community Planning and Partnership Unit, in particular to ensure the effective ongoing transition of Social Inclusion to Community Planning, as required by the Scottish Executive, subject to consultation with the Trade Unions.

It was agreed:-

- (i) to approve the staffing proposals contained in paragraph 3 of the report, subject to consultation with the Trade Unions; and
- (ii) otherwise, to note the content of the report.

FINANCE SERVICE STAFFING STRUCTURE (PARAS 1 & 11) (Item 17, Page 556, 03/07)

14. There was submitted a report dated May 2004 (circulated) by the Chief Executive which proposed amendments to the staffing structure of the Finance Service within

the new Department of Corporate Support subject to consultation with the Trade Unions.

It was agreed:-

- (i) to approve the staffing proposals contained in the report subject to consultation with the Trade Unions; and
- (ii) otherwise, to note the content of the report.

OUTDOOR ACCESS PROJECT (PARA 1) (Item 1, Page 2620, 99/03)

15. There was submitted a joint report dated 18 May 2004 (circulated) by the Chief Executive and the Executive Director of Neighbourhood Services which sought approval to appoint a temporary Access Assistant to begin implementation of the East Ayrshire Outdoor Access Strategy and meet the Council's obligations in terms of the Land Reform (Scotland) Act 2003 within the Northern Area of East Ayrshire through the creation and upgrade of paths.

It was agreed:-

- (i) to approve the staffing proposals contained in paragraph 3 of the report;
- (ii) to note that the Coalfield Access Project would continue to fulfil the Council's statutory duties in respect of the southern part of East Ayrshire; and
- (iii) otherwise, to note the content of the report.

NEIGHBOURHOOD SERVICES - EXTENSION OF STAFF CONTRACT (PARA 1)

16. There was submitted a joint report dated 10 May 2004 (circulated) by the Chief Executive and the Executive Director of Neighbourhood Services which sought approval to extend an employment contract.

It was agreed:-

- (i) to approve the staffing proposals contained in paragraph 3 of the report; and
- (ii) otherwise, to note the content of the report.

LEISURE DEVELOPMENT - EXTENSION OF STAFF CONTRACTS FOR EXTERNALLY FUNDED PROJECTS (PARA 1)

17. There was submitted a report dated 18 May 2004 (circulated) by the Chief Executive and the Executive Director of Neighbourhood Services which sought approval to extend the contracts of staff employed by externally funded projects, within the Leisure Development Section, viz:- the Community Health Improvement Partnership, the Recreation Partnership Project and the Leisure United Project.

It was agreed:-

- (i) to approve the staffing proposals contained in paragraph 3 of the report; and
- (ii) otherwise, to note the content of the report.

ARCHITECTURAL AND QUANTITY SURVEYING STAFF REQUIREMENTS (PARAS 1 & 11)

18. There was submitted a joint report dated 21 May 2004 (circulated) by the Chief Executive and the Executive Director of Development and Property Services which

sought approval for amendment to the staffing structure of the Architectural and Quantity Surveying Sections within the Department of Development and Property Services subject to consultation with the Trade Unions.

It was agreed:-

- (i) to approve the staffing proposals contained in paragraph 3.1 of the report subject to consultation with the Trade Unions; and
- (ii) otherwise, to note the content of the report.

EXTENSION OF TEMPORARY EMPLOYMENT - EDUCATIONAL AND SOCIAL SERVICES (COMMUNITY SUPPORT) (PARAS 1 & 11) (Item 15, Page 701, 03/07)

19. There was submitted a joint report dated 19 May 2004 (circulated) by the Chief Executive and the Executive Director of Educational and Social Services which sought approval of extensions to employees' temporary contracts in the Community Support Section of Educational and Social Services subject to consultation with the Trade Unions.

It was agreed:-

- (i) to approve the staffing proposals contained in paragraph 3 of the report; and
- (ii) otherwise, to note the content of the report.

MOVING AND HANDLING ADVISOR - SOCIAL WORK (PARAS 1 & 11) (Item 12, Page 100, 03/07)

20. There was submitted a joint report dated 20 May 2004 (circulated) by the Chief Executive and the Executive Director of Educational and Social Services which sought approval of the re-grading of the post of Moving and Handling Advisor within the Social Work function of the Department of Educational and Social Services subject to consultation with the Trade Unions.

It was agreed:-

- (i) to approve the staffing proposals contained in paragraph 3 of the report subject to consultation with the Trade Unions; and
- (ii) otherwise, to note the content of the report.

YOUTH JUSTICE SERVICES (PARA 1 & 11) (Item 11, Page 644, 03/07)

21. There was submitted a joint report dated 20 May 2004 (circulated) by the Chief Executive and the Executive Director of Educational and Social Services which advised of additional funds which had been made available to further develop Youth Justice Services in East Ayrshire and sought approval for an additional Social Worker post, subject to consultation with the Trade Unions.

It was agreed:-

- (i) to approve the staffing proposals contained in paragraph 3 of the report subject to consultation with the Trade Unions; and
- (ii) otherwise, to note the content of the report.

**DEVELOPMENT OF RESIDENTIAL SERVICES WITH ADULTS WITH
LEARNING DIFFICULTIES (PARA 1)**

- 22.** There was submitted a joint report dated 12 May 2004 (circulated) by the Chief Executive and the Executive Director of Educational and Social Services which recommended an adjustment to the staffing structure within residential services for adults with learning difficulties.

It was agreed:-

- (i) to approve the staffing proposals contained in paragraph 3 of the report; and
- (ii) otherwise, to note the content of the report.

The meeting terminated at 1037 hours.

APPENDIX I

EAST AYRSHIRE COUNCIL

**RECRUITMENT SUB-COMMITTEE OF THE
CORPORATE GOVERNANCE COMMITTEE**

**MINUTES OF MEETING HELD ON TUESDAY 30 MARCH 2004 AT 1400 HRS
IN THE MEETING ROOM, COUNCIL HEADQUARTERS,
LONDON ROAD, KILMARNOCK**

PRESENT: Councillors Drew McIntyre, Maureen McKay, Daniel Coffey, Douglas Reid, John Knapp, Tommy Farrell and Elaine Dinwoodie.

ATTENDING: Graham Haugh, Head of Personnel; and Anne Marie Carr, Senior Administrative Officer.

ALSO PRESENT: Alan Cuthbertson, Executive Director - Corporate Resources (South Lanarkshire Council), External Adviser.

CHAIR: Councillor Drew McIntyre, Chair.

EXCLUSION OF PRESS AND PUBLIC

1. The Sub-Committee resolved that under Section 50A(4) of the Local Government (Scotland) Act 1973, as amended, the Press and public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in paragraph 1 of Schedule 7A of the Act.

CHAIR'S REMARKS

2. The Chair welcomed Alan Cuthbertson, Executive Director - Corporate Resources, South Lanarkshire Council, who was attending the meeting as External Adviser to assist the members of the Sub-Committee in the recruitment and selection process for the post of Chief Executive.

POST OF CHIEF EXECUTIVE - SELECTION PROCESS

3. There was submitted a report dated 23 March 2004 (circulated) by the Head of Personnel which recommended a selection process for the post of Chief Executive.

It was agreed:

- (i) that the Sub-Committee adopt the procedure for the appointment of the Chief Executive as detailed in paragraph 3.1 of the report;
- (ii) that the format for the informal meeting with candidates on the evening of Wednesday 21 April 2004 be as detailed in Appendix I of the report;
- (iii) that the commencement time of the first interview on Thursday 22 April 2004 be 0930 hrs, with the Recruitment Sub-Committee meeting 30 minutes beforehand for briefing purposes;

- (iv) that the nature and topic of the written preliminary task to be undertaken by the selected candidates be determined by the Head of Personnel in consultation with the Chair and the External Adviser;
- (v) that the topic for the candidates' 10 minute presentation at the selection interview be determined by Head of Personnel in consultation with the Chair and the External Adviser;
- (vi) that the content of correspondence to be issued to short listed candidates in advance of the meeting be determined by the Head of Personnel, in consultation with the Chair and the External Adviser.

APPOINTMENT OF CHIEF EXECUTIVE

4. There was submitted a report dated 23 March 2004 (circulated) by the Head of Personnel which presented to the Sub-Committee the 17 applications received for the post of Chief Executive and which requested the Sub-Committee to select a short list of candidates for interview.

It was agreed to invite for interview applicant Nos 1, 5, 8, 9, 10 and 12 (applicant No 6 to be invited for interview in the event of the withdrawal on the part of any aforementioned candidates).

The meeting terminated at 1445 hrs.

APPENDIX II

EAST AYRSHIRE COUNCIL

CHAIR'S SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE

MINUTES OF MEETING HELD ON WEDNESDAY 31 MARCH 2004 AT 0830 HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK

PRESENT: Councillors John Knapp and William Crawford.

ATTENDING: Graham Haugh, Head of Personnel; and Anne Marie Carr, Senior Administrative Officer.

CHAIR: Councillor John Knapp, Chair.

EXCLUSION OF PRESS AND PUBLIC

1. The Sub-Committee resolved that under Section 50A(4) of the Local Government (Scotland) Act 1973, as amended, the Press and public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 1 of Schedule 7A of the Act.

REQUEST FOR VOLUNTARY SEVERANCE

2. There was submitted a report dated 29 March 2004 (circulated) by the Depute Chief Executive/Director of Corporate Resources which sought approval of a request for early retirement received from an employee within the Onsite Services Business Unit of the Department of Educational and Social Services.

It was agreed

- (i) to approve the voluntary severance application detailed in Appendix A of the report; and
- (ii) that in accordance with normal procedures, the Head of Personnel be invited to establish the Council's ability to fund the strain on the fund pension costs in a single payment and, if feasible, to make the necessary arrangements to do so in the current financial year.

The meeting terminated at 0835 hours.

APPENDIX III

EAST AYRSHIRE COUNCIL

CHAIR'S SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE

**MINUTES OF MEETING HELD ON FRIDAY 16 APRIL 2004 AT 0830 HRS
IN THE MEETING ROOM, COUNCIL HEADQUARTERS,
LONDON ROAD, KILMARNOCK**

PRESENT: Councillors John Knapp and William Crawford.

ATTENDING: Alex McPhee, Executive Head of Finance; George Park, Employee Relations Manager; and Anne Marie Carr, Senior Administrative Officer.

CHAIR: Councillor John Knapp, Chair.

EXCLUSION OF PRESS AND PUBLIC

1. The Sub-Committee resolved that under Section 50A(4) of the Local Government (Scotland) Act 1973, as amended, the Press and public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 1 of Schedule 7A of the Act.

REQUEST FOR VOLUNTARY SEVERANCE

2. There was submitted a report dated 13 April 2004 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support (i) which sought approval of a request for early retirement received from an employee within the Finance function of the Department of Corporate Support; and (ii) which reported on the number of employee ill health retirals in the financial year 2003/04.

It was agreed:

- (i) to approve the early retirement application from an employee within the Finance Function of the Department of Corporate Support as detailed in Appendix A of the report; and
- (ii) to note the number of ill health retirals detailed in paragraph 4 of the report in the financial year 2003/04.

The meeting terminated at 0835 hrs.

APPENDIX IV

EAST AYRSHIRE COUNCIL

**RECRUITMENT SUB-COMMITTEE OF THE
CORPORATE GOVERNANCE COMMITTEE**

**MINUTES OF MEETING HELD ON THURSDAY 22 APRIL 2004 AT 0900 HRS
IN THE COUNCIL CHAMBERS, LUGAR**

PRESENT: Councillors Drew McIntyre, Maureen McKay, Daniel Coffey, John Knapp, Tommy Farrell and Elaine Dinwoodie.

ATTENDING: Graham Haugh, Executive Head of Personnel; and Anne Marie Carr, Senior Administrative Officer.

APOLOGY: Councillor Douglas Reid.

ALSO PRESENT: Alan Cuthbertson, Executive Director - Corporate Resources (South Lanarkshire Council), External Adviser.

CHAIR: Councillor Drew McIntyre, Chair.

EXCLUSION OF PRESS AND PUBLIC

1. The Sub-Committee resolved that under Section 50A(4) of the Local Government (Scotland) Act 1973, as amended, the Press and public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 1 of Schedule 7A of the Act.

ADJOURNMENT/RECONVENTION

2. The Sub-Committee adjourned at 0915 hrs and reconvened at 0930 hrs with the same Members and Officers in attendance.

POST OF CHIEF EXECUTIVE (Item 4, Page 826, 03/07)

3. There was submitted a report dated 15 April 2004 (circulated) by the Executive Head of Personnel which presented information to the Sub-Committee on the five candidates selected for interview with a view to interviewing and making an appointment to the post of Chief Executive, together with the following documentation:-
 - (i) synopsis of the interviewees;
 - (ii) copy of the Chief Executive's recruitment pack which included a copy of the advertisement job outline and person specification;
 - (iii) copy of Part B of the applications received.

There were also submitted written submissions received from the five short leeted candidates (circulated).

The Committee interviewed Robert Tinlin and William Stafford.

ADJOURNMENT/RECONVENTION/CONTINUATION OF BUSINESS

4. The Sub-Committee adjourned at 1135 hrs and reconvened at 1155 hrs with the same Members and Officers in attendance and interviewed Elizabeth Morton.

ADJOURNMENT/RECONVENTION/CONTINUATION OF BUSINESS

5. The Sub-Committee adjourned at 1255 hrs and reconvened at 1330 hrs with the same Members and Officers in attendance and interviewed Robert Allan.

ADJOURNMENT

6. The Sub-Committee adjourned at 1440 hrs and it was agreed to reconvene on Tuesday 27 April 2004 at 1345 hrs.

**MINUTES OF RECONVENED MEETING HELD ON TUESDAY 27 APRIL 2004 AT
1354 HRS IN THE COUNCIL CHAMBERS, LUGAR**

PRESENT: Councillors Drew McIntyre, Maureen McKay, Daniel Coffey, John Knapp, Tommy Farrell and Elaine Dinwoodie.

ATTENDING: Graham Haugh, Executive Head of Personnel; and Anne Marie Carr, Senior Administrative Officer.

ALSO PRESENT: Alan Cuthbertson, Executive Director - Corporate Resources South Lanarkshire Council), External Adviser.

CHAIR: Councillor Drew McIntyre, Chair.

POST OF CHIEF EXECUTIVE

7. The Sub-Committee interviewed Fiona Lees.

After consideration it was agreed:-

- (i) to offer the post of Chief Executive to Fiona Lees;
- (ii) that all Elected Members of the Council be informed of the appointment; and
- (iii) that the necessary arrangements be remitted to the Executive Head of Personnel.

The meeting terminated at 1530 hrs.

APPENDIX V**EAST AYRSHIRE COUNCIL****RECRUITMENT SUB-COMMITTEE OF THE
CORPORATE GOVERNANCE COMMITTEE****MINUTES OF MEETING HELD ON TUESDAY 27 APRIL 2004 AT 1004 HRS
IN THE MEETING ROOM, COUNCIL HEADQUARTERS,
LONDON ROAD, KILMARNOCK**

PRESENT: Councillors Drew McIntyre, Brian Reeves, Daniel Coffey, John Knapp, Robert McDill, Tommy Farrell and Elaine Stewart.

ATTENDING: Fiona Lees, Acting Chief Executive; Graham Haugh, Executive Head of Personnel; and Anne Marie Carr, Senior Administrative Officer.

CHAIR: Councillor Drew McIntyre, Chair.

EXCLUSION OF PRESS AND PUBLIC

1. The Sub-Committee resolved that under Section 50A(4) of the Local Government (Scotland) Act 1973, as amended, the Press and public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 1 of Schedule 7A of the Act.

POST OF EXECUTIVE HEAD OF PERSONNEL

2. There was submitted a report dated 19 April 2004 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which presented the 25 applications received for the post of Executive Head of Personnel and which requested the Sub-Committee to select a short list of candidates for interview and agree the interview date as detailed in the report.

It was agreed:

- (i) to invite for interview applicant Nos 4, 7, 8, 11 and 20 (applicant No 10 to be invited in the event of the withdrawal of any of the aforementioned candidates);
- (ii) that the interviews be held on Wednesday 12 May 2004 in the Council Chambers, Council Offices, Lugar, the Sub-Committee to meet at 0900 hrs with the commencement time for the first interview being 0930 hrs;
- (iii) that the topic of the preliminary task to be undertaken by the selected candidates be a Briefing Note to Elected Members on diversity in employment;
- (iv) that the topic for the selected candidates' 10 minute presentation be related to the priorities for Personnel Services in supporting frontline services' response to the challenges facing Local Government and the final detail of this exercise be delegated to the Depute Chief Executive/Executive Director of Corporate Support in consultation with the Chair ; and
- (v) that the content of correspondence to be issued to short listed candidates in advance of the meeting be remitted to the Depute Chief Executive/Executive Director of Corporate Support.

The meeting terminated at 1035 hrs.

APPENDIX VI**EAST AYRSHIRE COUNCIL****RECRUITMENT SUB-COMMITTEE OF THE CORPORATE GOVERNANCE
COMMITTEE****MINUTES OF MEETING HELD ON WEDNESDAY 12 MAY 2004 AT 0900 HOURS
IN THE COUNCIL CHAMBERS, LUGAR**

PRESENT: Councillors Drew McIntyre, Brian Reeves, Daniel Coffey, John Knapp, Robert McDill, Tommy Farrell and Elaine Stewart.

ATTENDING: Fiona Lees, Chief Executive; Graham Haugh, Head of Personnel; and Anne Marie Carr, Senior Administrative Officer.

CHAIR: Councillor Drew McIntyre, Chair.

EXCLUSION OF PRESS AND PUBLIC

1. The Sub-Committee resolved that under Section 50A(4) of the Local Government (Scotland) Act 1973, as amended, the Press and public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 1 of Schedule 7A of the Act.

ADJOURNMENT/RECONVENTION

2. The Sub-Committee adjourned at 0906 hours and reconvened at 0928 hours with the same Members and Officers in attendance.

POST OF HEAD OF PERSONNEL (Item 2, Page 831, 03/07)

3. There was submitted a report dated 5 May 2004 (circulated) by the Chief Executive which presented information to the Sub-Committee on the five candidates selected for interview with a view to interviewing and making an appointment to the post of Head of Personnel, together with the following documentation:-

- (i) synopsis of the interviewees;
- (ii) copy of the Head of Personnel's recruitment pack which included a copy of the advertisement, copy of job outline and person specification; and
- (iii) copy of Part B of the applications received.

There were also submitted submissions received from the five short-listed candidates (circulated).

The Committee interviewed Nicki Beveridge and Lyn Haemmerle.

ADJOURNMENT/RECONVENTION/CONTINUATION OF BUSINESS

4. The Sub-Committee adjourned at 1110 hours and reconvened at 1130 hours with the same Members and Officers in attendance and interviewed George Smith and Martin Rose.

ADJOURNMENT/RECONVENTION/CONTINUATION OF BUSINESS

5. The Sub-Committee adjourned at 1305 hours and reconvened at 1333 hours with the same Members and Officers in attendance and interviewed Daniel Longwill.

It was agreed:-

- (i) to offer the post of Head of Personnel to Martin Rose;
- (ii) that all Elected Members of the Council be informed of the appointment; and
- (iii) that the necessary arrangements be remitted to the Chief Executive.

The meeting terminated at 1455 hours.