

**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.