

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.