

APPENDIX II

EAST AYRSHIRE COUNCIL

**RECRUITMENT SUB-COMMITTEE OF THE POLICY AND RESOURCES
COMMITTEE**

**MINUTES OF MEETING HELD ON THURSDAY 20 DECEMBER 2001 AT 1130
HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillors Drew McIntyre, Lilian MacLean, Harry Wilson, Jane Darnbrough, Finlay MacLean, Eric Jackson and Tommy Farrell.

ATTENDING: David Montgomery, Chief Executive; Fiona Lees; Depute Chief Executive/Director of Corporate Resources; Graham Haugh, Head of Personnel; and Julie Armstrong, Principal 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 HEAD OF CORPORATE DEVELOPMENT AND COMMUNICATION

2. There was submitted a report dated 17 December 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which presented the applications received for the post of Head of Corporate Development and Communication and requested the Sub-Committee to select a shortlist of candidates and agree the arrangements for the interview on Thursday 17 January 2002. The report also enclosed a synopsis of the applicants, a copy of the advertisement, job specification and person specification.

There was also submitted (circulated) copies of late application forms (application nos 25-29, together with a late application form no. 30 (Tabled).

It was agreed:-

- (i) to consider the late applications (application nos. 25-30);
- (ii) to invite for interview applicant nos. 8, 10, 12, 22, 26 and 27 (applicant nos. 25 and 21 respectively to be invited for interview in the event of the withdrawal on the part of any of the aforementioned candidates);
- (iii) that the interviews be held on Thursday 17 January 2002 in the Council Chambers, Council Offices, Lugar, the Sub-Committee to meet at 0900 hours with the commencement time for the first interview being 0930 hours;
- (iv) that the nature and topic of the preliminary task to be undertaken by the selected candidates be E-Government and that the Depute Chief

Executive/Director of Corporate Resources be authorised to finalise the details;

- (v) that the topic for the candidates 10 minute presentation be the Council Plan and that the Depute Chief Executive/Director of Corporate Resources be authorised to finalise the details.

The meeting terminated at 1218 hours.

**TO RETURN TO PREVIOUS PAGE
PLEASE PRESS THE BACK BUTTON
AT THE TOP LEFT OF THE PAGE**