

APPENDIX I

EAST AYRSHIRE COUNCIL

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

**MINUTES OF MEETING HELD ON FRIDAY 29 NOVEMBER 2002 AT 1330 HOURS
IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillors Tommy Farrell, Drew McIntyre, Robert McDill and Eric Jackson.

ATTENDING: David Montgomery, Chief Executive; John Mulgrew, Director of Educational and Social Services; Graham Haugh, Head of Personnel; and Julie Armstrong, Principal Administrative Officer.

APOLOGIES: Councillors Jane Darnbrough, Finlay MacLean and Lilian MacLean.

CHAIR: Councillor Tommy Farrell, 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 RESOURCE SUPPORT AND POST OF HEAD OF SCHOOLS
SUPPORT**

2. There was submitted a report dated 22 November 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which presented the applications received for the post of Head of Resource Support and for the post of Head of Schools Support and which requested the Sub-Committee to select a short-list of candidates for interview and agree the arrangements for the interviews on 19 December 2002. The report also enclosed a synopsis of the applications, job outline, personnel specification and a copy of the job advert.

It was agreed:-

- (i) that in relation to the Head of Resource Support, (a) to invite for interview applicant numbers 2, 14, 19 and 22 (applicant numbers 12 and 8 respectively to be invited for interview in the event of the withdrawal on the part of any of the aforementioned candidates); (b) that interviews be held on 19 December 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; (c) that the nature and topic of the preliminary task to be undertaken and the topic for the candidates 10 minute presentation be remitted to the Director of Educational and Social Services to finalise; and (d) that the content of correspondence to be issued to short-listed candidates in

advance of the meeting be remitted to the Director of Educational and Social Services; and

- (ii) that in relation to the post of Head of Schools Support, that the post be re-advertised and that the previous applicants be advised that they need not apply.

The meeting terminated at 1420 hours.