

APPENDIX II

EAST AYRSHIRE COUNCIL

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

**MINUTES OF MEETING HELD ON TUESDAY 26 JUNE 2001 AT 0900 HOURS IN
THE COUNCIL CHAMBERS, LUGAR**

PRESENT: Councillors Drew McIntyre, Daniel Coffey, Harry Wilson, Eric Jackson and Elaine Dinwoodie.

ATTENDING: David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive/Director of Corporate Resources; Graham Haugh, Head of Personnel; and Ian Gemmell, Administrative Officer.

APOLOGY: Councillor Douglas Reid.

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 ADMINISTRATIVE AND LEGAL SERVICES (Item 2,
Page 2102, 99/02)**

2.1 Interviews

There was submitted a report dated 19 June 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources confirming arrangements for the interview of candidates selected for interview for the post, together with the following documentation:-

- (i) synopsis of the interviewees;
- (ii) copy of advertisement for the post of Head of Administrative and Legal Services;
- (iii) copy of job profile;
- (iv) copy of person specification; and
- (v) copy of Part B of the applications received.

There was also submitted a report dated 21 June 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which (a) advised the Sub-Committee that one shortlisted candidate, Mr Andrew Jackson, had withdrawn his application; and (b) presented the written submissions received from the remaining five candidates selected for interview.

The Sub-Committee then interviewed James Findlay, David Mitchell, Diane Campbell, Alan Douglas and Martin Waddell.

2.2 Decision

After consideration it was unanimously agreed:-

- (i) to offer the post of Head of Administrative and Legal Services to David Mitchell;
- (ii) that all Elected Members of the Council be informed of the appointment; and
- (iii) that the necessary arrangements be remitted to the Depute Chief Executive/Director of Corporate Resources.

The meeting terminated at 1440 hours.

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