

**APPENDIX III****EAST AYRSHIRE COUNCIL****RECRUITMENT SUB-COMMITTEE OF THE POLICY AND RESOURCES  
COMMITTEE****MINUTES OF MEETING HELD ON MONDAY 6 MARCH 2000 AT 1530 HOURS IN  
THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,  
KILMARNOCK**

**PRESENT:** Councillors Drew McIntyre, Daniel Coffey, John Knapp, Finlay MacLean and Eric Jackson.

**ATTENDING:** David Montgomery, Chief Executive; John Mulgrew, Director of Education; Graham Haugh, Head of Personnel; and Ian Gemmell, Administrative Officer.

**APOLOGIES:** Councillors John Weir and Jane Darnbrough.

**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.

**POSTS OF HEAD OF RESOURCE SUPPORT, HEAD OF SOCIAL WORK AND  
HEAD OF COMMUNITY SUPPORT: SELECTION ARRANGEMENTS**

2. There was submitted a report dated 6 March 2000 (circulated) by the Chief Executive which advised the Selection Panel of the background to the restricted interviews required for the appointments to the posts of Head of Social Work, Head of Community Support and Head of Resource Support, within the new Educational and Social Services Department.

It was agreed:-

- (i) that the interviewees complete an Application Pro-forma to ensure that Members have a summary of employment information prior to interview;
- (ii) that interviewees provide a short presentation of no more than 10 minutes on the following topic:-  
  
The Education and Social Services Department will be formed with effect from 1 July 2000. Discuss the key management issues to be addressed in the merger to ensure effective service delivery is maintained.
- (iii) that arrangements for preparing interview questions be delegated to the Chief Executive, in consultation with the Chair of the Appointments Panel;

- (iv) that the Panel meet prior to the interviews on 13 March 2000 at 12 noon for a finger buffet lunch followed by a Pre-Meeting from 12.30 p.m. to review the process and clarify any matters of detail; and
- (v) that the Areas of Responsibilities Chart and Director of Education's Briefing Note on the role of the Heads of Services within the Department's Management Team be issued to interviewees.

The meeting terminated at 1550 hours.