

EAST AYRSHIRE COUNCIL

RECRUITMENT AND PERSONNEL COMMITTEE

Minutes of meeting held in Cumnock and Doon Valley District Council Offices, Lugar, on 5 June 1995

PRESENT: Councillors James Boyd (Chair), Mrs Wilma Doyle, Thomas Farrell, Ms Kathleen Hall, James Kelly, Andrew McIntyre, David Sneller and George Turnbull.

APOLOGY FOR ABSENCE: Councillor Daniel Coffey.

ATTENDING: David Montgomery, Chief Executive; Deborah Donnet, and James Ross, Personnel Adviser.

1. MINUTES OF PREVIOUS MEETING

The minutes of 11 May 1995 were submitted and approved subject to paragraph 4(d) being clarified to read "that interview panels consisting of four Labour and one SNP member be drawn up in consultation with the Chair, and that these panels be delegated powers to make binding appointments.

2. PERSON SPECIFICATIONS

There were submitted (issued) and agreed person specifications for the posts of Director of Education, Director of Finance, Director of Housing, Director of Personnel, Director of Social Work, Head of Property and Head of Public Relations and Marketing subject to the addition of "Have a knowledge of European funding mechanisms" to the desirable element of the Director of Finance's specification.

3. INTERIM EQUAL OPPORTUNITIES STATEMENT

There was submitted (issued) a report by the Personnel Adviser and following consideration it was agreed to adopt the following interim Equal Opportunities Statement:-

"East Ayrshire Council operates an equal opportunities recruitment and selection policy, the aim of which is to ensure that no job applicant or employee is treated less favourable than any other on the grounds of gender, race, colour, nationality, ethnic or national origins, marital status, disability, sexuality or age. In order to ensure that the policy is effective, detailed monitoring of job applications will be undertaken".

4. SELECTION OF INTERVIEW PANELS

The Committee agreed that the interview panels be as follows:-

Director of Education

Tommy Farrell (Chair)
James Boyd
David Sneller
Andrew McIntyre
1 SNP

Director of Finance

David Sneller (Chair)
James Boyd
Wilma Doyle
Andrew McIntyre
1 SNP

Director of Housing

James Kelly (Chair)
James Boyd
David Sneller
Wilma Doyle
1 SNP

Head of Property

Andrew McIntyre (Chair)
David Sneller
James Boyd
George Turnbull
1 SNP

Director of Social Work

James Boyd (Chair)
David Sneller
Thomas Farrell
Andrew McIntyre
1 SNP

Director of Personnel

Wilma Doyle (Chair)
James Boyd
David Sneller
Andrew McIntyre
1 SNP

Head of Public Relations and Marketing

George Turnbull (Chair)
David Sneller
James Boyd
James Kelly
1 SNP

It was further agreed that it be requested that, substitution not being permissible, the name of the SNP representative on each panel be notified to the Chief Executive prior to the programme of interviewing commencing.

5. INTERVIEW ARRANGEMENTS

There was submitted (issued) a report of 2 June 1995 by the Chief Executive suggesting a number of arrangements for the forthcoming Chief Officer interviews, and following discussion the Committee agreed that

(a) the schedule of interviews be as follows:-

<u>Date</u>	<u>Post</u>	<u>Location</u>
Monday 19 June (am)	Director of Education	Lugar
Monday 19 June (pm)	Director of Housing	Lugar
Wednesday 21 June (am)	Director of Social Work	Grand Hall, Kilmarnock
Thursday 22 June (pm)	Head of Property	Civic Centre, Kilmarnock
Monday 26 June (am)	Director of Finance	Civic Centre, Kilmarnock
Monday 26 June (pm)	Director of Personnel	Civic Centre, Kilmarnock
Tuesday 27 June (pm)	Head of Public Relations and Marketing	Lugar

(b) a meeting of the Recruitment and Personnel Committee at which each panel would report back on its appointment, be convened for after the last interview on Tuesday 27 June;

(c) all candidates be required to submit a written report prior to the interview on "A description of the nature of a quality (name of appropriate service) service which you see as meeting the needs of East Ayrshire and its people, and an

outline of the management structure which you would put in place to deliver it efficiently and effectively;

- (d) at the interview all candidates be asked to give a presentation lasting no more than 10 minutes on "What do you see as being the main issues and priorities for the (appropriate service) in the Council's shadow year and early operational stages"; and
- (e) that candidates for the Head of Public Relations and Marketing in addition to (c) above, be required to prepare a leaflet setting out the potential benefits of locating new ventures in East Ayrshire, and in addition to (e) above, the presentation be extended to 15 minutes to include ideas on a corporate image for East Ayrshire and its promotion.

The Committee were further informed that Mr Ross was also Personnel Adviser for two other unitary authorities, and as such would be unable to attend all proposed interviews. The Committee noted that in such circumstances Mr Ross would arrange for a suitably qualified substitute to attend interviews.

6. EXCLUSION OF PRESS AND PUBLIC

The Committee resolved, in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, that the public be excluded for the remaining business on the agenda, it being considered that otherwise there would be disclosure to them of exempt information in terms of paragraph 1 of Part 1 of Schedule 7A of the said Act.

8. SHORT-LEETING OF APPLICATIONS

Following consideration, the Committee agreed the following short leets:-

Director of Education

Margaret Burnell
Michael McCabe
John Mulgrew
John Travers
Ronald O'Conner
Brian Gardner (Reserve 1)
Ian Mills (Reserve 2)

Director of Finance

Thomas Cairns
Gordon Clark
David Dippie
Kenneth Inch
Ronald Simpson
William Lamont (Reserve)

Director of Housing

Michael Bailey
John Hillis
Chris McAlevey
Thomas McKenzie
Jill Preston
Gordon Fisher (Reserve)

Director of Personnel

John Bak
Peter Hay
Murray MacFarlane
Iain McLachlan
Andrew Stewart
Kathleen Meldrum (Reserve)

Head of Property

Patrick Carr
Edward Clark
Thomas McBain
Peter Jackson
Robert McLeary

Head of Public Relations and Marketing

Douglas Campbell
Ian Coldwell
Thomas Fox
Douglas McGlynn
James Rae

Marion Clark (Reserve)

Director of Social Work

James Dickie

Timothy Huntingford

John Irvine

George Irving

Daniel McMonagle

Elaine Noad (Reserve)