

EAST AYRSHIRE COUNCIL

RECRUITMENT AND PERSONNEL COMMITTEE

Minutes of meeting held in the Cumnock and Doon Valley District Council Offices, Lugar, on 11 May 1995

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

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

1. QUORUM

It was agreed that the quorum be set at four.

2. TERMS OF REFERENCE

The Terms of Reference were agreed as follows:

- (a) to consider staff transfer arrangements;
- (b) to consider and agree title, basis of appointment, salary and conditions of service for Chief Officer appointments;
- (c) to consider and agree job profiles and person specifications;
- (d) to consider all applications against the job profiles and person specifications and determine whether re-advertisement is required;
- (e) to short list applications;
- (f) to determine selection method and agree dates for interviews; and
- (g) to conduct selection process and take any necessary consequential action.

3. MINUTES OF RECRUITMENT COMMITTEE

The minutes of the Recruitment Committee of 10 May 1995 were submitted and approved.

4. CHIEF OFFICER POSTS

With reference to the minutes of the Interim Executive Committee of 3 May 1995 when that Committee had authorised the Personnel Adviser to prepare draft advertisements, proposed salaries and conditions of appointment for the Chief Officer posts of Finance, Personnel, Social Work, Housing and Education, Head of Property Services and Head of Public Relations, the Committee, following consideration and having heard Mr Ross, agreed

- (a) to advertise the following posts at the salary level indicated

Director of Education	84%	of	Chief	Executive's	salary
Director of Social Work	80%	"	"	"	"
Director of Finance	80%	"	"	"	"

Director of Personnel	75%	“	“	“	“
Director of Housing	75%	“	“	“	“
Head of Property	60%	“	“	“	“
Head of Public Relations & Marketing	55%	“	“	“	“

- (b) that the salaries be for an initial period only and would be subject to review;
- (c) that the closing date for applications be Tuesday 30 May 1995 and that the Personnel Adviser be given discretionary powers to consider late applications;
- (d) that interview panels consisting of four Labour and one SNP member be drawn up in consultation with the Chair;
- (e) that the Personnel Sub-Group be authorised to prepare job descriptions and person specifications for the posts;
- (f) that the Personnel Adviser, in consultation with the Chief Executive, compile a list of suitable professional advisers; and
- (g) that the applications received for the posts be monitored in accordance with the CoSLA Equal Opportunities Statement and the practices of Cumnock and Doon Valley District Council, Kilmarnock and Loudoun District Council and Strathclyde Regional Council.