

APPENDIX II

EAST AYRSHIRE COUNCIL

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

**MINUTES OF MEETING HELD ON THURSDAY 29 OCTOBER 1998 AT 1005
HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillors David Sneller, Robert McDill and Eric Jackson.

ATTENDING: David Montgomery, Chief Executive; George Park, Employee Relations Manager; George Weir, Training/Development Officer and Anne Marie Carr, Administrative Officer.

APOLOGIES: Councillors Drew McIntyre, Douglas Reid and Tommy Farrell.

CHAIR: Councillor Sneller, 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 DIRECTOR OF FINANCE - SHORTLEET

2. Prior to consideration of this item a presentation by the Training and Development Officer which provided a brief résumé of East Ayrshire Council's Recruitment and Selection Procedures was given to the short-leeting panel.

There was submitted a report dated 23 October 1998 (circulated) by the Director of Personnel Services on applications received together with the following documentation, viz:-

- (i) synopsis of the applications;
- (ii) copy of advertisement for the post of Director of Finance;
- (iii) copy of job profile;
- (iv) copy of person specification; and
- (vi) copy of part B of the applications received.

Having heard the Chief Executive in relation to the person specification as circulated a number of amendments were agreed, and the specification, as amended, was approved

It was agreed:-

- (i) to invite for interview applicant nos 2, 7, 9, 12, 13 and 16;
- (ii) that the interviews be held in the Council Chambers at the Council Offices, Lugar on Tuesday 17 November 1998 at 1230 hours for 1300 hours; and

- (iii) that arrangements for submission of written submissions and the interviews be remitted to the Director of Personnel Services in consultation with the Chair and the Chief Executive.

The meeting terminated at 1105 hours.