

APPOINTMENTS SUB-COMMITTEE OF THE STRATEGIC POLICY AND RESOURCES COMMITTEE (POST OF CHIEF OPERATING OFFICER)

Minute of Meeting of the Appointments Sub-Committee held virtually via Microsoft Teams on Tuesday 22 December 2020 at 2.00pm.

Present: Councillors M Lyle, S McCole, X McDade, A Parrott and C Shiers; and K Reid, Chief Executive.

In attendance: P Johnstone, Human Resources Manager, and S Hendry, Team Leader (Committee Services).

1. DECLARATION OF INTEREST

There were no declarations of interest made in terms of the Councillors' Code of Conduct.

2. APPOINTMENT OF CONVENER

It was unanimously agreed that Councillor M Lyle be appointed Convener.

IT WAS AGREED THAT THE PUBLIC AND PRESS BE EXCLUDED DURING CONSIDERATION OF THE FOLLOWING ITEMS IN ORDER TO AVOID THE DISCLOSURE OF INFORMATION WHICH WAS EXEMPT IN TERMS OF SCHEDULE 7A TO THE LOCAL GOVERNMENT (SCOTLAND) ACT 1973

P1. RECRUITMENT PACK

There was submitted and noted a copy of the recruitment pack for the post of Chief Operating Officer (post reference PKC06955).

P2. APPOINTMENT OF CHIEF OPERATING OFFICER – COMPLETED APPLICATION FORMS

There was submitted and noted a copy of the completed application forms for the post of Chief Operating Officer.

P3. INTERVIEW MATRIX

There was submitted and noted a copy of the interview matrix, list of candidates and shortlisting exercise.

P4. COMMUNICATION TEMPLATES

There was submitted and noted a copy of the communication templates, specifically the communication on invitation to interview and unsuccessful email.

P5. SELECTION PROCESS

It be agreed that all candidates who had submitted an application for the post be invited for interview and assessment on Wednesday 6 January 2021.

P6. DATE OF NEXT MEETING

Wednesday 6 January 2021 at 9.30am.