

CHIEF EXECUTIVE APPOINTMENTS SUB-COMMITTEE

Minute of Meeting of the Chief Executive Appointments Sub-Committee held in Room 410, Council Building, 2 High Street, Perth on Monday 26 March 2018 at 11.30am.

Present: Councillors P Barrett, D Doogan, G Laing, M Lyle and C Shiers.

In attendance: Mr D Martin, Independent Professional Adviser to the Sub-Committee; K Donaldson, Corporate Human Resources Manager and C Irons, Committee Officer.

Councillor M Lyle, Convener

1. MINUTE

The minute of meeting of the Sub-Committee of 12 March 2018 was submitted and approved.

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

2. APPOINTMENT OF CHIEF EXECUTIVE

There was submitted a report by the Corporate Human Resources Manager (18/116) on the appointment process for a new Chief Executive. The following appendices were discussed:- Job Profile and Specification; Recruitment Information Pack; Terms and Conditions; Advert. It was agreed that amended versions of the Job Profile and Advert be circulated to members of the Sub-Committee.

Resolved:

- (i) The recruitment process, as detailed in Report 18/116, be approved with the option of a one-stage or two-stage interview process.
- (ii) The vacancy be advertised on MyJobScotland and the S1 jobsite.
- (iii) The vacancy be promoted using a range of social media channels.
- (iv) A procurement process be undertaken for the appointment of a company to run an assessment centre for candidates.
- (v) References be obtained for short listed candidates.
- (vi) Members of the Appointments Sub-Committee attend a fair selection and unconscious bias briefing session.

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