

CHIEF EXECUTIVE APPOINTMENTS SUB-COMMITTEE

Minute of Meeting of the Chief Executive Appointments Sub-Committee held in Room 415, Council Building, 2 High Street, Perth on Tuesday 24 April 2018 at 9.00am.

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

In attendance: K Donaldson, Corporate Human Resources Manager.

Also in Attendance: J Robertson, Dundee University and E Dougherty, Solace in Business.

Councillor M Lyle, Convener

1. MINUTE

The minute of meeting of the Sub-Committee of 26 March 2018 was submitted and approved.

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

2. UNCONSCIOUS BIAS AND FAIR SELECTION TRAINING

Joan Robertson, Equality & Diversity Officer, University of Dundee gave a presentation to members on unconscious bias in the context of recruitment and selection.

The Convener thanked J Robertson for her attendance and contribution to the appointment process.

3. ASSESSMENT CENTRE

Evelyn Dougherty, Solace in Business provided details to members on the proposed assessment centre for candidates and feedback to members ahead of the final interviews.

There followed discussion and agreement on the main competencies which would be evaluated during the Assessment Centre.

The Convener thanked E Dougherty for her attendance and contribution to the appointment process.

4. ISSUE OF APPLICATIONS PACK

K Donaldson, Corporate Human Resources Manager, issued an applications pack to each member for consideration at the next meeting. K Donaldson outlined

the process to be followed in assessing job applicants against the Job Requirements and reiterated the need for fairness and transparency in the selection decision making process and for confidentiality.

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