

# **CHIEF EXECUTIVE APPOINTMENTS SUB-COMMITTEE**

Minute of meeting of the Chief Executive's Appointments Sub-Committee held virtually via Microsoft Teams on Wednesday 28 July 2021 at 11.00am.

Present: Councillors M Lyle, P Barrett, G Laing, A Parrott (substituting for F Sarwar) and C Shiers (substituting for J Duff).

In Attendance: F Lees, Independent Professional Adviser; V Wood-Williams, Solace in Business; K Donaldson, Chief Operating Officer (Human Resources Adviser) and C Irons, Committee Officer, Corporate and Democratic Services (up to item 3).

Councillor Lyle in the Chair

## **1. DECLARATIONS OF INTEREST**

There were no Declarations of Interest in terms of the Councillors' Code of Conduct.

## **2. MINUTE OF MEETING OF THE APPOINTMENTS SUB-COMMITTEE OF 4 JUNE 2021**

The minute of meeting of the Chief Executive's Appointment Sub-Committee of 4 June 2021 was submitted and approved.

## **3. ASSESSMENT CENTRE**

K Donaldson, Chief Operating Officer (Human Resources Adviser) provided an overview to members on the assessment centre process. K Donaldson provided an update on the arrangements being made for the Stakeholder Event on 9 August 2021 and the Stakeholders to be involved.

### **Resolved:**

Seven stakeholders be invited to attend the Stakeholder Event on 9 August 2021.

**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. APPOINTMENT OF CHIEF EXECUTIVE – COMPLETED APPLICATION FORMS**

The Sub-Committee reviewed each of the completed application forms received for the post of Chief Executive and assessed them against the requirements for the post.

The Sub-Committee agreed on a short list of candidates to take part in the next stage of the process which will be the Assessment Centre on 2 August 2021.

**Resolved:**

- (i) The sub-committee agreed on the candidates to proceed to the Assessment Centre and to take up references at this point.
- (ii) The Chief Operating Officer (Human Resources Adviser) be instructed to work with Solace In Business in order to correspond with candidates on this basis.

**P2. DATE OF NEXT MEETING**

**Resolved:**

It was noted the next meeting would be held on Wednesday 4 August 2021 at 9.00am following the Assessment Centre on 2 August 2021.