

CHIEF EXECUTIVE APPOINTMENTS SUB-COMMITTEE

Minute of meeting of the Chief Executive Appointments Sub-Committee held virtually on Friday 4 June 2021 at 11.30am.

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

In Attendance: F Lees, Independent Professional Adviser; K Donaldson, Chief Operating Officer (Human Resources Adviser); C Judge and S Hendry (both Corporate and Democratic Services).

Apologies: Councillors G Laing and F Sarwar.

Councillor M Lyle, Convener, Presiding.

1. DECLARATIONS OF INTEREST

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

2. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Chief Executive Appointments Sub-Committee of 30 March 2021 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

P1. APPOINTMENT OF CHIEF EXECUTIVE

There was submitted a report by the Chief Operating Officer seeking approval of the arrangements for readvertising the post of Chief Executive.

Following a discussion on the gender balance on the sub-committee, it was noted that Council would be asked to approve at its next meeting on 23 June 2021 that Councillor Parrott would replace Councillor Sarwar and that further discussions would take place on additional membership changes in terms of gender balance.

Resolved:

The Sub-Committee approved the following proposals in the report:

- To agree the revisions to the job profile and person specification, set out in Appendix 1 of the report.
- The proposed advertising methods set out in section 4 of the report, including the MJ Professional Journal.
- As set out in section 5 of the report, an Executive Search be undertaken to develop a campaign to promote the role and to optimise the pool of highly skilled and experienced leaders who could apply for the vacancy.

- The proposals set out in sections 6 and 7 of the report on the assessment centre and appointment process as well as the timeline for advertising and recruitment.

P2. EXECUTIVE SEARCH AND ASSESSMENT CENTRE

The Chief Operating Officer provided a verbal update on the Executive Search and Assessment Centre approach.

Further to the resolutions in Item P1, the following way forward was also agreed by the Sub-Committee:

- Another meeting to be arranged with SOLACE in Business to further examine the Assessment Centre approach.
- In relation to the Job Advert: agreed that Council's Recruitment Consultant would be asked for advice on enhancing the job advert; agreed to use the timescales within Appendix 3 of the report for Item P1, including the Executive Search; agreed to use video material on the microsite.
- The closing date for advertising be 19 July 2021, with a meeting of the Sub-Committee to take place as soon as possible after this date for shortlisting.
- The Chief Operating Officer to make arrangements for refresher recruitment training for any members of the Sub-Committee as necessary, and a briefing for any new members to take place with SOLACE in Business.