

# **CHIEF EXECUTIVE APPOINTMENTS SUB-COMMITTEE**

Minute of meeting of the Chief Executive's Appointments Sub-Committee held virtually via Microsoft Teams on Tuesday 23 February 2021 at 2.00pm.

Present: Councillors M Lyle, P Barrett, J Duff, G Laing and F Sarwar.

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 20 JANUARY 2021**

The minute of meeting of the Chief Executive's Appointment Sub-Committee of 20 January 2021 was submitted and approved.

## **3. FAIR SELECTION**

K Donaldson, Chief Operating Officer (Human Resources Adviser) provided an overview to members on fair selection.

**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 stages of the process which will be the Assessment Centre and a Stakeholder Event prior to the final interview on 30 March 2021.

K Donaldson provided an update on the arrangements being made for the Stakeholder Event and the Stakeholders to be involved.

**Resolved:**

- (i) The sub-committee agreed to invite three 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 correspond with candidates on this basis.

**P2. DATE OF NEXT MEETING**

**Resolved:**

It was noted the next meeting would be held on Friday 12 March 2021 at 3.00pm following the Assessment Centre on 9 March 2021.