

Highland and Western Isles Valuation Joint Board Appointment Panel

Minutes of Special Meeting of the Highland and Western Isles Valuation Joint Board, sitting as an Appointment Panel, held in the Convener's Hospitality Room, Highland Council Headquarters, Glenurquhart Road, Inverness, on Wednesday, 9 October 2013, at 3.45 p.m.

Present:

Representing The Highland Council: Mrs H Carmichael
Mr J Ford
Mr L Fraser
Mr K Gowans

Representing Comhairle nan Eilean Siar: Mr J Mackay

Also Participating (by telephone link)

Mr D Thomson, Assessor & Electoral Registration Officer, Dunbartonshire and Argyll & Bute Valuation Joint Board (External Adviser)

Officials in attendance:

Ms M Morris, Clerk
Ms E Barrie, Personnel Adviser's Office
Mrs R Moir, Assistant Clerk

Mrs H Carmichael in the Chair

1. Apologies for Absence Liesgeulan

Apologies for absence were intimated on behalf of Mr D Bremner, Dr I Cockburn and Mr J Stone of the Highland Council and Mr A MacLeod of Comhairle nan Eilean Siar.

2. Declarations of Interest Foillseachaidhean Com-pàirt

There were no declarations of interest by Members.

Mr D Thomson, External Adviser, pointed out that he had been named as a referee by one of the candidates. There was general consensus that this would be inappropriate. Members **NOTED** that the candidate in question, if shortlisted for interview, would be asked to provide an alternative referee.

3. **Exclusion of the Public** **Às-dùnadh a'Phobail**

The Board **RESOLVED** that, under Section 50A(4) of the Local Government (Scotland) Act 1973, the public be excluded from the meeting on the grounds that its business involved the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 7A of the Act.

4. **Draft Minutes of Meeting of 29 August 2013 - Extract** **Dreachd Gheàrr-chunntas Coinneamh 29 Lùnastal 2013 – Earrann**

There had been circulated and was **NOTED** extract item 12 from the Draft Minutes of the Board Meeting of 29 August 2013, relating to the appointment process for the post of Assessor and Electoral Registration Officer.

5. **Appointment of Assessor and Electoral Registration Officer** **Suidheachadh Dreuchd Mheasadair agus Oifigeir Clàraidh Thaghaidhean**

i–iii Process, Documentation, Applications

There had been circulated:

- a process guidance note prepared by the Personnel Adviser
- copy of the Job Description and Person Specification for the post of Assessor and Electoral Registration Officer
- copies of three completed applications for the post.

There were also tabled comments in relation to each application submitted by Mr D Thomson, Assessor & Electoral Registration Officer, Dunbartonshire and Argyll & Bute Valuation Joint Board, acting as External Adviser.

Members considered each application in light of the Job Description and Person Specification and the essential criteria and competencies identified therein, and also the comments submitted by Mr Thomson.

After a full discussion, during which Members confirmed their satisfaction that they had been given sufficient evidence that two of the candidates met the essential criteria and specified competencies for the role, while the third candidate did not, the Board **AGREED** that the two candidates deemed to meet the essential criteria be invited to attend for interview.

iv Presentation Topic / Interview Questions

There had been tabled a suggested presentation topic on which candidates would be asked to give a 10 minute presentation as part of the interview process.

The Board **AGREED** the tabled presentation topic and **NOTED** that a draft list of suitable questions would be drawn up for their consideration and use during the interviews.

The meeting closed at 4.15 p.m.