

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 Friday, 1 November 2013, at 9.30 a.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 present:

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 H Carmichael in the Chair

1. Apologies for Absence Liesgeulan

There were no further apologies for absence, apologies in relation to this appointment process having been previously recorded in the Minutes of Special Meeting of 9 October 2013 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.

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. Minutes of Meeting of 9 October 2013
Gheàrr-chunntas Coinneamh 9 Lùnastal 2013

There had been circulated and were **APPROVED** Minutes of the Panel's Shortlisting Meeting of 9 October 2013.

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

There had been circulated the agreed presentation topic. A list of possible interview questions was tabled. Members agreed a list of five questions to be posed to each candidate.

Members also had available the papers previously circulated for the Shortlisting meeting on 9 October 2013, which included copies of the Job Description and Person Specification and of the two applications under consideration.

Interviews

In the course of each interview, the candidate gave a presentation on the agreed topic. The Panel then asked questions in relation to the presentation; the set of five interview questions as selected; and supplementary questions as appropriate.

Thereafter, the Panel Members, following a professional assessment by the External Adviser of each presentation and set of interview responses, considered each candidate in light of this assessment, the performance of each candidate, and the Job Description and Person Specification and the essential criteria identified therein.

Following deliberation, the Panel **AGREED** to offer the post of Assessor and Electoral Registration Officer to Mr W Gillies, currently Depute Assessor and Electoral Registration Officer with the Highland and Western Isles Valuation Joint Board. Mr Gillies was offered and verbally accepted the post.

The meeting ended at 11.45 a.m.