

**The Highland Council Recruitment Panel: Executive Chief Officers**

Minutes of Meeting of the Recruitment Panel held in Council Headquarters, Inverness on Friday, 14 February 2020 at 10.30 a.m.

**Present:**

Mr A Christie  
Mrs M Davidson

Mr J Finlayson (by VC)  
Mr J Gray

Mr A Jarvie

Mr B Lobban

Mr G Mackenzie (substitute)

Officials in attendance:-

Mrs D Manson, Chief Executive

Ms E Barrie, Interim Head of HR

Mr A MacInnes, Administrative Assistant, Chief Executive's Service

**Mr B Lobban in the Chair**

**1. Apologies for Absence**

Apologies for absence were intimated on behalf of Dr I Cockburn, Mr A Henderson and Ms M Smith.

**2. Declarations of Interest**

There were no declarations of interest.

**3. Minutes of Last Meeting**

The Panel **APPROVED** the minute of the last meeting held on 8 January, 2020.

**4. Exclusion of the Public**

The Panel **RESOLVED** that, under Section 50A(4) of the Local Government (Scotland) Act, 1973, the public be excluded from the meeting for the following item on the grounds that it involved the likely disclosure of exempt information as defined in Paragraphs 1 & 6 of Part 1 of Schedule 7A of the Act.

**5. Recruitment to Executive Chief Officer – Education & Learning**

There had been circulated to Members only Report No. RP/1/20 by the Interim Head of HR.

Following consideration of the report, the Panel:-

i **NOTED** that alternative arrangements to cover the Executive Chief Officer – Education and Learning post were working well;

ii **AGREED** to procure the services of a head hunting agency in order to assist with the recruitment process for an Executive Chief Officer – Education & Learning;

iii **NOTED** that there would be a review of the overall recruitment package, Job Specification and Person Specification for the post; and

iv **NOTED** proposals for the development of internal talent.

The meeting ended at 10.55 a.m.