

**The Highland Council**  
**Recruitment Panel: Shortlisting**  
**Executive Chief Officer Education and Learning**

Minutes of Meeting of the Recruitment Panel held REMOTELY on Thursday, 10 June, 2021 at 3.00 p.m.

**Present:**

Mr R Bremner  
Mrs M Davidson  
Mr J Finlayson  
Mr A Graham (substitute)

Mr A Henderson  
Mr G Mackenzie  
Mr A Jarvie  
Mr B Lobban

Officials in attendance:-

Mrs D Manson, Chief Executive  
Mrs L McGunnigle, HR Manager, Resources & Finance Service  
Mr A MacInnes, Administrative Assistant, Performance and Governance Service

**Mr B Lobban in the Chair**

**1. Apologies for Absence**

An apology for absence was intimated on behalf of Mr J Gray.

**2. Declarations of Interest**

There were no declarations of interest.

**3. 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 Paragraph 1 of Part 1 of Schedule 7A of the Act.

**4. Executive Chief Officer – Education and Learning**

There had been circulated to Members only Job Description/Person Specification and applications received for the post of Executive Chief Officer Education and Learning.

Members were advised that in relation to the Interview Guarantee Scheme, there were no candidates who identified themselves as having a disability in this recruitment process. Also, the candidate summary shortlisting matrix circulated with the applications, had been produced following a rigorous process undertaken by the Talent team where each candidate was reviewed against the criteria for the post.

The Panel considered the applications and following discussion **AGREED** to shortlist 3 candidates for interview.

## 5. Date for interviews

The Panel **NOTED** that interviews for the Executive Chief Officer Education and Learning would be held on Wednesday, 30 June, 2021 commencing at 9.30 a.m.

The meeting ended at 3.15 p.m.