

**The Highland Council
Corporate Resources Committee
Recruitment Panel**

Minutes of Meeting of the
Recruitment Panel held Remotely on
Monday 2 August, 2021 at
11.30 a.m.

Present:

Mr R Bremner
Mr J Finlayson
Mr J Gray

Mr G Mackenzie
Mr M Reiss
Mr P Saggars

Officials in attendance:-

Ms N Grant, Executive Chief Officer – Education and Learning
Ms E Barrie, Interim Head of HR, Resources and Finance
Mr A MacInnes, Administrative Assistant, Performance & Governance Service

1. Appointment of Chair

Mr J Finlayson was unanimously appointed as Chair for these Education Service appointments.

2. Apologies for Absence

Apologies for absence were intimated on behalf of Dr I Cockburn and Mr D Rixson.

3. Declarations of Interest

There were no declarations of interest.

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 items on the grounds that they involved the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 7A of the Act.

5. Head of Service (Early Years and Primary Education)

There had been circulated to Members only Job Description/Person Specification, candidate summaries and applications received for the post of Head of Service (Early Years and Primary Education).

Further information was requested in relation to the production of candidate summaries as there was concern that it could be leading Members towards certain decisions. It was explained that candidate summaries were drawn up by HR in consultation with the ECO Education and Learning. The aim was to provide professional input at the outset to help Members in their assessment

of candidate applications. The candidate summary was linked to the requirements of the Job/Person Specification.

The Panel considered applications for the post of Head of Service (Early Years and Primary Education). Following discussion, the Panel **AGREED** a shortlist of candidates for interview for the post.

Interviews for the post would be held on Wednesday, 8 September, 2021 at 9.00 a.m. and Member training on interviews would be available on request. If there were any particular questions Members would like to ask candidates then these should be forwarded to the Interim Head of HR.

6. Head of Service (Secondary Education)

There had been circulated to Members only Job Description/Person Specification, candidate summaries and applications received for the post of Head of Service (Secondary Education).

The Panel considered applications for the post of Head of Service (Secondary Education). Following discussion, the Panel **AGREED** a shortlist of candidates for interview for the post.

Interviews for the post would be held on Tuesday, 7 September, 2021 at 9.00 a.m.

The meeting ended at 12.10 p.m.

The Highland Council
Corporate Resources Committee
Recruitment Panel: Head of Social Work Services

Minutes of Meeting of the
Recruitment Panel held Remotely on
Monday 30 August, 2021 at
10.30 a.m.

Present:

Mr R Bremner
Dr I Cockburn
Ms L Munro

Mr D Fraser
Mr D Rixson
Mr P Saggars

Officials in attendance:-

Ms F Duncan, Executive Chief Officer – Health and Social Care
Mrs J Sikkema, HR Business Partner, Resources and Finance
Mr A MacInnes, Administrative Assistant, Performance & Governance Service

1. Appointment of Chair

Ms L Munro was unanimously appointed as Chair for Head of Service Health and Social Care appointments.

2. Apologies for Absence

Apologies for absence were intimated on behalf of Mr J Gray, Mr G Mackenzie, Mr D Macleod and Mr M Reiss.

3. Declarations of Interest

There were no declarations of interest.

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 items on the grounds that they involved the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 7A of the Act.

5. Head of Social Work Services

There had been circulated to Members only Job Description/Person Specification, candidate summaries and applications received for the post of Head of Social Work Services.

The Panel considered applications for the post of Head of Social Work Services. Following discussion, the Panel **AGREED** a shortlist of candidates for interview for the post.

Interviews for the post would be held on Monday, 20 September, 2021 at 9.00 a.m.

The meeting ended at 10.45 a.m.

The Highland Council

Recruitment Panel: Head of Service (Secondary Education)

Minutes of Meeting of the
Recruitment Panel held Remotely on
Tuesday, 7 September, 2021 at 9.00
a.m.

Present:

Mr R Bremner
Mr J Finlayson (Chair)
Mr T Heggie

Mr G MacKenzie
Mr P Saggars

Officials in attendance:-

Ms N Grant, Executive Chief Officer – Education and Learning
Ms L Denovan, Executive Chief Officer – Resources and Finance
Mrs J Sikkema, HR Business Partner, Resources and Finance
Mr A MacInnes, Administrative Assistant, Performance & Governance Service

Mr J Finlayson in the Chair

1. Apologies for Absence

Apologies for absence were intimated on behalf of Dr I Cockburn, Mr J Gray, Mr M Reiss and Mr D Rixson.

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 items on the grounds that they involved the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 7A of the Act.

4. Minutes of Last Meeting

There had been circulated to Members only, the Minutes of the last meeting of the Recruitment Panel held on 2 August, 2021, the terms of which were **APPROVED**.

5. Appointment of Head of Service (Secondary Education)

There had been circulated to Members only:- a copy of the Job Specification and Person Specification for the post of Head of Service (Secondary Education); copies of the applications submitted by the shortlisted candidates; candidate scoring sheets; a scenario for the candidates presentation and interview questions.

The Panel were informed that one of the shortlisted candidates had withdrawn their application. The Panel considered the remaining applications and proceeded to interview the candidates.

Following consideration, it was **AGREED** to appoint Fiona Grant to the post of Head of Service (Secondary Education).

The meeting ended at 4.00 p.m.

The Highland Council

Recruitment Panel: Head of Service (Early Years and Primary Education)

Minutes of Meeting of the
Recruitment Panel held Remotely on
Wednesday, 8 September, 2021 at
9.00 a.m.

Present:

Mr R Bremner
Mr J Finlayson (Chair)
Mr T Heggie

Mr G MacKenzie
Mr P Saggars

Officials in attendance:-

Ms N Grant, Executive Chief Officer – Education and Learning
Ms L Denovan, Executive Chief Officer – Resources and Finance
Mrs J Sikkema, HR Business Partner, Resources and Finance
Mr A MacInnes, Administrative Assistant, Performance & Governance Service

Mr J Finlayson in the Chair

1. Apologies for Absence

Apologies for absence were intimated on behalf of Dr I Cockburn, Mr J Gray, Mr M Reiss and Mr D Rixson.

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 items on the grounds that they involved the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 7A of the Act.

4. Appointment of Head of Service (Early Years and Primary Education)

There had been circulated to Members only:- a copy of the Job Specification and Person Specification for the post of Head of Service (Early Years and Primary Education); copies of the applications submitted by the shortlisted candidates; candidate scoring sheets; a scenario for the candidates presentation and interview questions.

The Panel considered the applications and proceeded to interview the candidates.

Following consideration, it was **AGREED** not to appoint to the post of Head of Service (Early Years and Primary Education).

The meeting ended at 1.15 p.m.