

AGENDA ITEM

The Highland Council

Recruitment Panel: Depute Chief Executive/ Executive Chief Officer Communities and Place

Minutes of Meeting of the **Recruitment Panel** held REMOTELY on Thursday, 25 November, 2021 at 4.00 p.m.

Present:

Mr R Bremner
Mr A Christie
Dr I Cockburn
Mr J Gray

Mr A Henderson
Mr A Jarvie
Mrs T Robertson

Officials in attendance:-

Mrs D Manson, Chief Executive
Ms E Barrie, Head of HR, Resources & Finance Service
Mrs L McGunnigle, HR Manager, Resources & Finance Service
Ms K MacDougall, Manager, Talent Team, Resources & Finance Service
Mr A MacInnes, Administrative Assistant, Performance and Governance Service

Interim Chair

In the absence of the Chair, Mr A Christie was unanimously appointed as interim Chair for this meeting.

1. Apologies for Absence

Apologies for absence were intimated on behalf of Mr B Lobban and Mrs M Davidson.

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 9 of Part 1 of Schedule 7A of the Act.

4. Minutes of Last Meeting

There had been circulated the Minutes of the last meeting of the Recruitment Panel held on 11 November, 2021, the terms of which were **APPROVED**.

5. Executive Search Invitation to Quote: Recruitment Process for Depute Chief Executive and Executive Chief Officer Communities and Place

There had been circulated to Members only Report No. RP/2/21 by the HR Head of Service which detailed quotations and an evaluation of quotes for the provision of executive search and recruitment services for the roles of Depute Chief Executive and Executive Chief Officer Communities and Place.

In accordance with Procurement guidelines, the Talent Team had assessed the quality element of each submission against the scope of Services requested in the invite to quote. The results of the scores and prices tendered were detailed in the evaluation.

The Talent Team provided a summary of the Invite to Quote evaluation to the Recruitment Panel. This was discussed and a consensus agreed on quality weighting scores. Aspen People Ltd ranked 1st.

The Panel **AGREED** to appoint Aspen People Ltd for the provision of executive search and recruitment services for the roles of Depute Chief Executive and Executive Chief Officer Communities and Place. The Talent Team were asked to engage with the successful bidder and set up an initial meeting with available Recruitment Panel members.

The meeting ended at 4.30 p.m.