

**The Highland Council**

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

Minutes of Meeting of the  
Recruitment Panel held Remotely on  
Wednesday, 20 April 2022 at 9.30  
a.m.

**Present:**

Mr R Bremner  
Dr I Cockburn  
Mr J Finlayson

Mr D Rixson  
Mr P Saggars (am only)

Officials in attendance:-

Ms N Grant, Executive Chief Officer – Education and Learning  
Mrs J Sikkema, HR Business Partner, Resources and Finance  
Miss J MacLennan, Principal Administrator, Performance & Governance Service

**Mr J Finlayson in the Chair**

**1. Apologies for Absence**

Apologies for absence were intimated on behalf of Mr J Gray, Mr G Mackenzie and Mrs L Munro.

**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 were circulated to Members only, for confirmation, the Minutes of the last meeting of the Panel held on 1 March 2022, the terms of which were **APPROVED**.

**5. 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** to appoint Ms Colette Macklin to the post of Head of Service (Early Years and Primary Education).

The meeting ended at 5.30 pm having been adjourned from 12.10pm to 5pm.