

AGENDA ITEM 7.iii

The Highland Council Recruitment Panel Depute Chief Executive & Executive Chief Officer Communities & Place

Minutes of Meeting of the **Recruitment Panel** held remotely on Tuesday, 1 March, 2022 at 9.30 a.m.

Present:

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|--------------------------------------|-----------------|
| Mr G Adam (substitute) (Item 6 only) | Mr J Gray |
| Mr R Bremner | Mr A Henderson |
| Mr A Christie (Items 1-5 only) | Mr B Lobban |
| Dr I Cockburn | Mrs T Robertson |

Officials in attendance:-

Mrs D Manson, Chief Executive
Ms E Barrie, Interim Head of HR Manager, Resources & Finance Service
Mr A MacInnes, Administrative Assistant, Performance and Governance Service

Also in Attendance:-

Ms C Mackie, Aspen People Ltd

Mr B Lobban in the Chair

1. Apologies for Absence

Apologies for absence were intimated on behalf of Mrs M Davidson, Mr L Fraser and Mr A Jarvie.

2. Declarations of Interest

There were no declarations of interest.

3. Minutes of Last Meeting

There had been circulated, for information, the Minutes of the last meeting of the Recruitment Panel held on 25 November, 2021, the terms of which were **NOTED**.

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. Depute Chief Executive

There had been circulated to Members only Job Description/Person Specification, summary list, and applications received for the post of Depute Chief Executive.

In relation to the Interview Guarantee Scheme, there were candidates who identified themselves as having a disability or met the Armed Forces Covenant

criteria in this recruitment process. These candidates would require to be interviewed if the Panel judged that they met the minimum essential criteria for the post.

The Panel considered the applications and following discussion **AGREED** a long list of candidates to go forward to interview.

6. Executive Chief Officer Communities and Place

There had been circulated to Members only Job Description/Person Specification, summary list, and applications received for the post of Executive Chief Officer Communities and Place.

The Panel considered the applications and following discussion **AGREED** a short list of candidates to go forward to interview.

The meeting ended at 10.50 a.m.

AGENDA ITEM 7.iii

The Highland Council

Recruitment Panel: Depute Chief Executive

Minutes of Meeting of the **Recruitment Panel** held remotely on Thursday, 17 March, 2022 at 9.00 a.m.

Present:

Mr R Bremner
Mrs M Davidson

Mr J Gray
Mr B Lobban

Officials in attendance:-

Mrs D Manson, Chief Executive
Ms E Barrie, Interim Head of HR, Resources & Finance Service
Mr A MacInnes, Administrative Assistant, Performance and Governance Service

Also in Attendance:-

Ms C Mackie, Aspen People Ltd

Mr B Lobban in the Chair

1. Apologies for Absence

An apology for absence was intimated on behalf of Mr A Christie.

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 Recruitment Panel held on 1 March, 2022, the terms of which were **APPROVED**.

5. Depute Chief Executive

There had been circulated to Members only Job Description/Person Specification, candidate applications and Candidate scoring sheets for the post of Depute Chief Executive.

Members were advised that 3 of the candidates selected for long list interview had withdrawn from the process. The Panel were invited to shortlist candidates for final interviews on Thursday, 31 March, 2022.

The Panel proceeded to interview candidates and following consideration **AGREED** candidates for final interview.

The meeting ended at 3.20 p.m.

The Highland Council

Recruitment Panel: Executive Chief Officer: Communities and Place

Minutes of Meeting of the Recruitment Panel held in Council Headquarters, Inverness on Wednesday 30 March, 2022 at 9.30 a.m.

Present:

Mr G Adam (substitute)
Mr R Bremner
Dr I Cockburn
Mrs M Davidson
Mr L Fraser

Mr A Henderson
Mr A Jarvie
Mr B Lobban (Chair)
Mrs T Robertson

Officials in attendance:-

Mrs D Manson, Chief Executive
Ms E Barrie, Interim Head of HR, Resources & Finance Service

Also in attendance:-

Ms C Mackie, Aspen People Ltd

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. Appointment of Executive Chief Officer, Communities and Place

There had been circulated to Members only the job specification/person specification for the post of Executive Chief Officer, Communities and Place; applications submitted by the candidates; candidate scoring sheets; a scenario and interview questions.

Members were advised that one of the shortlisted candidates had withdrawn from the recruitment process and therefore the Panel considered the remaining shortlisted applications for the post of Executive Chief Officer, Communities and Place and proceeded to interview the candidates.

Following consideration, it was **AGREED** that Allan Gunn be appointed to the post of Executive Chief Officer, Communities and Place.

The meeting ended at 3.35 p.m.