

**The Highland Council
Chief Officer Recruitment Panel**

Minutes of Meeting of the Chief
Officer Recruitment Panel held
Remotely on Thursday 8 August,
2024 at 9.00 a.m.

Present:

Mr R Bremner
Mr A Christie
Mr J Finlayson

Mr B Lobban
Mrs T Robertson
Mr R Stewart

Officials in attendance:-

Mr A Gunn, Assistant Chief Executive – Corporate
Mrs K Lackie, Assistant Chief Executive – People
Mr M MacLeod, Assistant Chief Executive - Place
Mrs L McGunnigle, HR Manager, Corporate
Ms K MacDougall, Talent Manager, Corporate
Mr A MacInnes, Senior Committee Officer, Corporate

Mr B Lobban in the Chair

1. Apologies for Absence

There were none.

2. Declarations of Interest/Transparency Statement

There were none.

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 during discussion of 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. Shortlisting for Chief Officer Posts

There had been circulated a copy of:

- i. the Chief Officer Generic Job Description and Person Specification;
- ii. a summary of the key responsibilities for the Chief Officer posts;
- iii. a summary sheet of applications; and
- iv. copies of the applications received for the Chief Officer posts.

Members were provided with an overview of the Chief Officers application process and an assessment of the applications received. The Panel therefore proceeded to consider applications for shortlist to Chief Officer posts.

Following consideration, the Panel **AGREED** to shortlist all candidates for interview for Chief Officer posts.

5. Dates of Meetings

The Panel **Noted** dates of meetings for the remainder of the Chief Officer recruitment process:-

- Psychometric Testing feedback - Wednesday 21 August 2024; and
- Interviews:
 - o Wednesday 28 August 2024 – People (am) / Place (pm)
 - o Monday 9 September 2024 - Corporate

The meeting ended at 9.05 a.m.

**The Highland Council
Chief Officer Recruitment Panel**

Minutes of Meeting of a Special Meeting of the Chief Officer Recruitment Panel held Remotely on Wednesday 21 August, 2024 at 10.00 a.m.

Present:

Mr R Bremner
Mr A Christie
Mr J Finlayson

Mr K Gowans
Mr B Lobban
Mrs T Robertson

Officials in attendance:-

Mr D Brown, Chief Executive
Mr A Gunn, Assistant Chief Executive – Corporate
Mrs K Lackie, Assistant Chief Executive – People
Mr M MacLeod, Assistant Chief Executive - Place
Mrs L McGunnigle, HR Manager, Corporate
Ms K MacDougall, Talent Manager, Corporate
Mr A MacInnes, Senior Committee Officer, Corporate

Mr B Lobban in the Chair

1. Apologies for Absence

There were none.

2. Declarations of Interest/Transparency Statement

There were none.

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 during discussion of 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. Update on Chief Officer Recruitment for posts that had no internal applicants

Members were provided with an update on the Chief Officer recruitment and were advised that interviews had been arranged to consider applicants for 8 Chief Officer posts that had been ring-fenced to senior officers. One senior officer had already been matched to a further chief officer post. Therefore, there were 5 posts that had received no internal applications.

In terms of next steps, it was proposed to progress to external recruitment to fill these 5 posts and it was confirmed that this was affordable and in line with savings previously set out to Council. Members would be updated on progress

with the external recruitment and an update report on the Senior Officer structure would be submitted to the Council meeting in September.

Members were in agreement with the proposal as set out and that it should be progressed as soon as possible. Details of the posts proposed to be advertised externally and in the priority order were provided.

The Panel **agreed** to recruit externally to the 5 Chief Officer posts that had no internal applicants.

The meeting ended at 10.12 a.m.

**The Highland Council
Chief Officer Recruitment Panel**

Minutes of Meeting of the Chief Officer Recruitment Panel held in Council Headquarters, Glenurquhart Road, Inverness on Wednesday 28 August, 2024 at 9.30 a.m.

Present:

Mr R Bremner
Mr A Christie
Mr J Finlayson
Mr K Gowans

Mr B Lobban
Mrs T Robertson
Mr R Stewart

Officials in attendance:-

Mrs K Lackie, Assistant Chief Executive - People
Mrs L McGunnigle, HR Manager, Resources & Finance Service

Mr B Lobban in the Chair

1. Apologies for Absence

There were none.

2. Declarations of Interest/Transparency Statement

There were none.

3. Minute of last meeting

There was circulated the minute of the last meeting of the Recruitment Panel held on 8 August, 2024, the terms of which were approved.

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 during discussion of 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.

5. Chief Officer Posts (People, Place)

There had been circulated to Members only the undernoted documents.

- a) the Chief Officer generic job description and person specification for the Chief Officer posts.
- b) a summary of the key responsibilities for the Chief Officer posts.
- c) copies of the applications submitted by the candidates.
- d) Candidate scoring sheet.
- e) A scenario and interview questions.

The panel proceeded to interview the candidates.

Following consideration, the Panel appointed:-

Fiona Malcolm - Chief Officer Integrated People Services

Fiona Grant - Chief Officer Secondary Education

Finlay MacDonald - Chief Officer Property & Assets

Alison Clark - Chief Officer Housing & Communities

The meeting ended at 3.55 p.m.

**The Highland Council
Chief Officer Recruitment Panel**

Minutes of Meeting of the Chief Officer Recruitment Panel held in Council Headquarters, Glenurquhart Road, Inverness on Monday 9 September, 2024 at 9.30 a.m.

Present:

Mr R Bremner
Mr A Christie
Mr D Fraser (substitute)
Mr K Gowans

Mr B Lobban
Mrs T Robertson
Mr R Stewart

Officials in attendance:-

Mr A Gunn, Assistant Chief Executive - Corporate
Mrs L McGunnigle, HR Manager, Resources & Finance Service

Mr B Lobban in the Chair

1. Apologies for Absence

There were none.

2. Declarations of Interest/Transparency Statement

There were none.

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 during discussion of 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. Chief Officer Posts (Corporate)

There had been circulated to Members only the undernoted documents.

- a) the Chief Officer generic job description and person specification for the Chief Officer posts.
- b) a summary of the key responsibilities for the Chief Officer posts.
- c) copies of the applications submitted by the candidates.
- d) Candidate scoring sheet.
- e) A scenario and interview questions.

The panel proceeded to interview the candidates.

Following consideration, the Panel appointed:-

Mr S Fraser Chief Officer – Legal and Corporate Governance
Ms S McKandie Chief Officer – Revenues & Commercialisation

Mr B Porter Chief Officer – Corporate Finance
Mr J Shepherd Chief Officer – Business Solutions

The meeting ended at 3.55 p.m.