

Highland and Islands Fire Board Appointments Sub Committee

Minutes of Meeting of the Highland and Islands Fire Board Appointments Sub Committee held in Council Headquarters, Glenurquhart Road, Inverness on Friday, 6 February 2009 at 2.00 p.m.

Present:

Representing The Highland Council: Mr R Durham
Mr D Henderson

Representing Comhairle nan Eilean Siar: Mr N MacLeod

Representing Shetland Islands Council: Mr A Duncan (substitute)

Representing Orkney Islands Council: Mr A Drever

Officials in attendance:

Mr B Murray, Chief Fire Officer
Mrs M Fisk, Head of People Services, HIFRS
Mr J Batchelor, Personnel Adviser to the Board
Ms L Lee, Clerk's Office

Mr R Durham in the Chair

1. Exclusion of the Public

The Sub Committee resolved that under Section 50(A)4 of the Local Government (Scotland) Act 1973, the public be excluded from the meeting as the matters under discussion involved the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 7A of the Act.

2. Member Training

The Head of People Services provided a briefing for Members on the issues relating to consideration of applications for employment. Copies were tabled of (a) material compiled by the Head of People Services, entitled "Equality and Diversity in Recruitment – HIFB Briefing Note – the right person for the right job" and (b) ACAS advice on recruitment and induction.

Members were provided with a range of information and advice, reference being made in particular to:

- the relevant legislative framework for equalities and diversity, including examples of where discrimination could inadvertently take place
- the Data Protection Act and its implications
- the need for robust procedures to be in place
- the importance of objective assessment criteria.

Following the presentation and discussion, the Sub Committee **AGREED** that:

- i. officers consider the development of the application form in relation to personal information to ensure that it still reflected current best practice; and
- ii. the decisions of the Sub Committee be recorded in the form of a summary sheet, to be signed by the Convener.

The Head of People Services then left the meeting.

3. Applications for Post of Deputy Chief Fire Officer

There had been circulated to Members only a copy of the Job Profile and Person Specification and copies of eleven completed applications.

The Sub Committee Members, following a professional assessment of each application by the Chief Fire Officer, considered the applications and scored them against 7 essential criteria which were considered the most pertinent to the post. The Sub Committee **AGREED** that the applicants with the five highest scores be invited to attend for interview.

The meeting ended at 3.20 p.m.