

## AGENDA ITEM 5iii.

### The Highland Council Recruitment Panel: Shortlisting Depute Chief Executive

Minutes of Meeting of the **Recruitment Panel** held REMOTELY on Thursday, 5 August, 2021 at 2.00 p.m.

#### Present:

Mr R Bremner  
Mr A Christie  
Dr I Cockburn  
Mrs M Davidson  
Mr J Gray

Mr A Jarvie  
Mr B Lobban  
Mrs T Robertson  
Mr B Thompson

#### 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 E Dougherty) Solace representatives  
Mr P Simpkins)

#### Mr B Lobban in the Chair

#### 1. Apologies for Absence

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

#### 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. Depute Chief Executive

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

Members were advised that in order to build in a more robust selection process for this key post, it was proposed that the Panel select a long list of candidates with the purpose of inviting them to an assessment centre where candidates would be given tasks to provide insight into their capabilities/competences for this role. There would then be a report produced from the assessment centre on each candidate's performance to be considered at a further meeting of the Panel on 30 August, 2021 for the Panel to select the final candidates to attend the main Panel interviews on Friday, 3 September, 2021. The Panel were in agreement with this process.

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 the assessment centre.

## **5. Date for interviews/Interview Process**

It was noted that interviews for the Depute Chief Executive had been scheduled to be held on Friday, 3 September, 2021.

It was generally acknowledged that holding interviews Remotely was not the best forum for making a decision on such a key appointment and that the Panel requested face to face interviews given that Covid restrictions had been relaxed to allow this.

The date between the continuation of the Shortlisting process and the interviews did not give much time for candidates to make arrangements to attend face to face interviews with the risk that some candidates may withdraw from the process. It was explained that candidates in the long list would be informed now of the assessment centre and interview dates so that they could plan their attendance. An assessment of accommodation/travel requirements for candidates potentially shortlisted for interview would be made now.

Thereafter, the Panel **AGREED** that the final interviews be face to face with candidates and that further consideration would be given to the date of final interviews in light of comments raised at the meeting.

The meeting ended at 3.15 p.m.

## AGENDA ITEM 4

### The Highland Council Recruitment Panel: Shortlisting Depute Chief Executive

Minutes of Meeting of the **Recruitment Panel** held REMOTELY on Monday, 30 August, 2021 at 1.30 p.m.

#### Present:

Mr A Baxter (substitute)  
Mr R Bremner  
Mr A Christie  
Dr I Cockburn  
Mrs M Davidson

Mr J Gray  
Mr A Henderson  
Mr B Lobban  
Mrs T Robertson  
Mr B Thompson

#### Officials in attendance:-

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

#### Also in Attendance:-

Ms E Dougherty) Solace representatives  
Mr P Simpkins)  
Ms V Wood )

#### Mr B Lobban in the Chair

#### 1. Apologies for Absence

There were no apologies for absence.

#### 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. Minutes of Last Meeting

There had been circulated to Members only, the minutes of the last meeting of the Recruitment Panel held on 5 August, 2021, the terms of which were **APPROVED**.

#### 5. Depute Chief Executive

There had been circulated to Members only Job Description/Person Specification, assessment report of candidate's performance at the assessment centre, and long leet applications received for the post of Depute Chief Executive.

A summary of the recruitment process so far was provided which included introducing the services of Solace an industry leader in executive recruitment to the process. The Panel at their meeting held on 5 August, 2021 had selected a long leet of candidates to go through an assessment centre process, details which were provided and the outcome with recommendations were included in an assessment report that was circulated. Members were advised that 2 of the long leet candidates had withdrawn their applications from the recruitment process. Members were invited to shortlist candidates to the next phase of the process which would be a final interview by the Panel on Friday, 3 September, 2021.

The Panel considered the remaining applications with the assistance of Solace and HR representatives and following discussion **AGREED** a shortlist of candidates for interview.

The meeting ended at 2.35 p.m.

**The Highland Council**  
**Recruitment Panel: Depute Chief Executive**

Minutes of Meeting of the  
Recruitment Panel held in Committee  
Rooms 1 & 2, Council Headquarters,  
Inverness on Friday 3 September,  
2021 at 9.30 a.m.

**Present:**

Mr A Baxter (substitute)  
Mr R Bremner  
Mr A Christie  
Dr I Cockburn  
Mrs M Davidson

Mr J Gray  
Mr A Henderson  
Mr B Lobban  
Mrs T Robertson

Officials in attendance:-

Mrs D Manson, Chief Executive  
Mrs L McGunnigle, HR Manager, Resources and Finance Service

Also in Attendance:

Ms E Dougherty – Solace representative

**Mr B Lobban in the Chair**

**1. Apologies for Absence**

An apology for absence was intimated on behalf of Mr B Thompson.

**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 had been circulated to Members only, the Minutes of the last meeting of the Recruitment Panel held on 30 August, 2021, the terms of which were **APPROVED**.

**5. Appointment of Depute Chief Executive**

There had been circulated to Members only:- a copy of the Job Specification and Person Specification for the post of Depute Chief Executive; copies of the applications submitted by the shortlisted candidates; candidate scoring sheets; a scenario for the candidates presentation and interview questions.

The Panel considered applications for the post of Depute Chief Executive and proceeded to interview the candidates.

Following consideration, it was **AGREED** not to appoint to the post of Depute Chief Executive.

The meeting ended at 3 p.m.