

The Highland Council
Recruitment Panel: Chief Executive

Minutes of Meeting of the
Recruitment Panel: Chief Executive
held remotely on Thursday 16
February, 2023 at 3.30 p.m.

Present:

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

Mr B Lobban (Chair)
Mrs T Robertson
Ms H Crawford

Officials in attendance:-

Ms E Barrie, Head of People, Resources & Finance Service
Ms K MacDougall, Manager, Talent Team, Resources & Finance
Ms M Mackenzie, Commercial & Procurement Shared Service
Mr A MacInnes, Committee Officer, Performance & Governance

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 during discussion of items 4 & 5 on the grounds that they involved the likely disclosure of exempt information as defined in Paragraph 9 of Part 1 of Schedule 7A of the Act.

4. Minutes of Last Meeting

There were circulated to Members only, the Minutes of the last meeting of the Panel held on 23 January, 2023, the terms of which were **APPROVED**.

5. Executive Search and Recruitment Services for the post of Chief Executive

There was circulated to Members only Report No. RP/2/23 by the Head of People relating to the procurement process undertaken to engage an Executive Search company to support the recruitment to the permanent Chief Executive role.

The Committee at their meeting held on 23 January 2023 agreed 6 suppliers be contacted to submit a tender responding to the specific information in the Invitation to Quote brief. Five tenders were received with one not submitting.

The Head of People, HR Manager and Talent Team undertook the evaluation process supported by Commercial & Procurement Shared Services and suppliers were ranked in order. Advice from Commercial & Procurement Shared Services was obtained to assess the financial aspect for each of the 5 bids. The Committee were invited to approve that the number 1 ranked supplier from the evaluation, FWB Park Brown Ltd be awarded the contract.

The weighting in the evaluation was queried and would be reviewed for future evaluation of the procurement.

The Committee **APPROVED** the award of contract to FWB Park Brown Ltd. The procurement process allowed for a 10 day standstill period once the contract has been awarded to allow for any challenge and if there was the Panel would be notified of this.

6. Proposed Meeting Dates

The Committee **APPROVED** the undernoted dates for its meetings:-

Wednesday, 1 March, 2023 at 4 p.m. to 5pm – meeting with appointed Executive Search and Recruit Supplier

Thursday, 20 April, 2023– 11a.m to 1pm – Longleat

Wednesday, 10 May, 2023 – 12 noon to 2pm - shortlist

Thursday, 25 May,2023 – Interviews (full day)

The meeting ended at 3.50 p.m.