

**MINUTES of MEETING of APPOINTMENTS PANEL held BY MICROSOFT TEAMS
on TUESDAY, 18 JANUARY 2022**

Present: Councillor Kieron Green Pippa Milne, Chief Executive
Councillor Jim Lynch Douglas Hendry, Executive Director
Councillor Yvonne McNeilly

Attending: Jennifer Crocket – Head of Education – Lifelong Learning and Support
Carolyn McAlpine – HR & OD Manager
Fiona Ferguson – Directorate Support Officer

1. APOLOGIES FOR ABSENCE

There were no apologies for absence intimated.

2. DECLARATIONS OF INTEREST

There were no declarations of interest intimated.

The Panel resolved in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973 to exclude the press and public for the following item of business on the grounds that it was likely to involve the disclosure of exempt information as defined in Paragraph 1 of Schedule 7A to the Local Government (Scotland) Act 1973.

3. APPOINTMENT OF HEAD OF EDUCATION, LEARNING AND TEACHING

The Appointments Panel met to short leet applications as part of the Head of Education – Learning and Teaching recruitment process.

Decision:

Four candidates were selected for invitation to interview on Tuesday 8 February 2022.

E1 4. CONSIDERATION OF DRAFT PANEL QUESTIONS

The Panel gave consideration to the presentation topic and panel questions for the post of Head of Education – Learning and Teaching.

Decision

The Appointments Panel:-

1. Agreed the presentation topic.
2. Agreed that the Executive Director, Head of Education – Lifelong Learning and Support and the HR & OD Manager would finalise and circulate interview questions to the recruitment panel.

3. Compare questions for the technical interview by Head of Education – Lifelong Learning and Support, Stakeholder Panel and Recruitment Panel to ensure maximum coverage of topics.

(Reference: Verbal Update by HR & OD Manager)

E1 5. **SUMMARY OF APPOINTMENTS PROCESS**

The Appointments Panel gave consideration to the summary of appointments process.

Decision

The Appointments Panel:-

1. Agreed to note the summary of appointments process.
2. Agreed that there would be one stakeholder panel consisting of Pupils, Head Teachers, Trade Union, Northern Alliance, Argyll College, Parent Council and the Health and Social Care Partnership.
3. Agreed that whilst the Assessment Centre and stakeholder panels would take place virtually, the Panel Interview on 8 February 2022 would take place in person at Kilmory.

(Reference: Summary of Appointments Process, submitted)

6. **ANY OTHER COMPETENT BUSINESS**

There was no other competent business discussed.