



Argyll and Bute Council
Comhairle Earra-Ghàidheal Agus Bhòid

Customer Services
Executive Director: Douglas Hendry

Kilmory, Lochgilphead, PA31 8RT
Tel: 01546 602127 Fax: 01546 604435
DX 599700 LOCHGILPHEAD
20 May 2019

NOTICE OF MEETING

A meeting of the **APPOINTMENTS PANEL** will be held in the **MEMBERS MEETING ROOM, KILMORY, LOCHGILPHEAD** on **MONDAY, 27 MAY 2019** at **9:30 AM**, which you are requested to attend.

Douglas Hendry
Executive Director of Customer Services

BUSINESS

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTEREST (IF ANY)**
- E1 3. APPOINTMENT OF HEAD OF COMMERCIAL SERVICES (Pages 3 - 92)**
To short leet applications for interview
- E1 4. APPOINTMENT OF HEAD OF LEGAL AND REGULATORY SUPPORT (Pages 93 - 136)**
To short leet applications for interview
- 5. SUMMARY OF APPOINTMENTS PROCESS (Pages 137 - 138)**
Briefing Note by Head of Improvement and HR
- 6. CONSIDERATION OF DRAFT PANEL QUESTIONS (TO FOLLOW)**
- 7. ANY OTHER COMPETENT BUSINESS**

The Committee will be asked to pass a resolution in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973 to exclude the public for items of business with an "E" on the grounds that it is likely to involve the disclosure of exempt information as defined in the appropriate paragraph of Part I of Schedule 7a to the Local Government (Scotland) Act 1973.

The appropriate paragraph is:-

E1 Paragraph 1 Information relating to a particular employee, former employee or applicant to become an employee of, or a particular office-holder, former office-holder or applicant to become an office-holder under the authority.

Appointments Panel

Councillor Rory Colville
Councillor Jim Lynch
Councillor Aileen Morton
Councillor Sandy Taylor

Councillor Robin Currie
Councillor Yvonne McNeilly
Councillor Gary Mulvaney

Contact: Hazel MacInnes Tel: 01546 604269

NOT FOR PUBLICATION by virtue of paragraph(s) 1
of Schedule 7A of the Local Government(Scotland) Act 1973

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Argyll and Bute Council

Appointment of Head of Commercial Services and Head of Legal and regulatory Services

Recruitment Process Briefing Note

Introduction

Argyll and Bute Council is in the process of appointing to the posts of Head of Commercial Services and Head of Legal and Regulatory Services. These posts are part of the Chief Executive's revised corporate management structure. The job descriptions for these posts are attached below.

Recruitment Process

The posts will be recruited through an agreed process that includes a number of assessment elements over 2 days:

- **Competency based Assessment Centre** delivered by SOLACE. This will include online psychometric profiling to assess behaviours such as leadership judgement, a scored, competency based interview, a scenario briefing exercise, a written exercise and a group exercise. This will be concluded on 6th June 2019.
- **Panel Interview.** The panel comprises 7 elected members from the administration and opposition. The Chief Executive and Executive Director of Customer Services will attend as professional advisers to the panel. SOLACE and Council HR will attend to support the process. This panel will assess candidates in a formal interview situation on 7th June 2019.

Panel members will each assess each candidate at interview, scoring individually on their performance in the candidate's presentation and answers to the panel's questions.

SOLACE will assess the candidates against each assessment centre element. Following completion of the panel's scoring, SOLACE will then advise the panel of the Assessment Centre results. The Panel will then deliberate on both their own scoring and the assessment centre findings to decide on an appointment. This process will ensure that the successful candidate has met the required threshold to perform at the level required of this important leadership post.

The HR representative will collate all scores and feed back to candidates.

Jane Fowler
Head of Improvement and HR
Argyll and Bute Council

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