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RECRUIT.SUB1995M

Motherwell, 25th April, 1995 at 4 pm. At a Meeting of the
RECRUITMENT SUB-COMMITTEE

PRESENT: Councillor H. McGuigan, Chair; Councillors Craigie, Lyle,
McCabe, R. McKenna, Robertson, Smith and Sullivan.

APOLOGY: Councillor Gray.

ATTENDING: Interim Clerk.

Exclusion of Public

32. The Sub-Committee resolved that, under Section 50A(4) of the Local Government (Scotland) Act 1973, the public be excluded from the meeting for the following items of business 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.

Appointment of Adviser

33. The Interim Clerk reported on the approaches which he had made to persons on the list of potential advisers supplied by the Convention of Scottish Local Authorities; explained the general lack of success encountered in this process, and advised that he had, however, secured the services of Mr. Leslie B. Gardner, Assistant Director - Personnel Services, Strathclyde Regional Council to act in this capacity.

Following discussion, the Sub-Committee agreed to the appointment of Mr. Gardner as Adviser.

Appointment of Head of Paid Service

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34. Following clarification as to the terms of its remit, the Sub-Committee, in association with the Adviser, considered the guidance contained within the Convention of Scottish Local Authorities' Advice Note 2 on the Appointment of Head of Paid Service (previously circulated) and agreed to proceed to an

initial

shortlisting of the candidates on the basis of the Job Profile

and

Person Specification outlined in Appendices I and 2 hereto respectively.

Thereafter, the Sub-Committee examined the forty eight applications received for the post; reduced the number over three stages; considered arrangements for interview/selection and agreed to recommend to the Interim Executive Committee (1) that the following candidates be included in an initial shortlist for

the

post of Head of Paid Service: (a) John F. Anderson, 6 Dumgoyne Avenue, Milngavie; (b) Andrew I. Cowe, 73 Wordsworth Way, Bothwell; (c) Maurice V.P. Hart, 3 Blairhill Place, Coatbridge;

(d)

John A. Markland, Moreland House, Cleish, Kinross; (e) Anne P. Mearns, 86 Blenheim Place, Aberdeen; (f) John Milne, 29 Woodlands Road, Motherwell; (g) Alastair J.H. McNish, 23 Victoria Road, Gourock; (h) Douglas Sinclair, 1 Queen's Road, Stirling, and (i) Ian F. Smith, 32 Dumfries Road, Lockerbie; (2) that the selection/interview procedure be as outlined in Appendix

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hereto, and (3) that the procedure be undertaken by the Recruitment Sub-Committee followed by a recommendation to the Interim Executive Committee or by the Interim Executive Committee including Councillors Robertson and Smith from membership of the Recruitment Sub-Committee.

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APPENDIX 1
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Chief Executive Job Profile

Purpose of Job

The Chief Executive, as Head of the Council's paid service, has authority over all other Officers except when a Chief Officer is exercising a personal statutory responsibility.

Principal Responsibilities

The Chief Executive is responsible for the effective management of the Council; for providing advice and guidance on major policy options; for ensuring the effective implementation of Council policies and service delivery and for monitoring performance.

1. To act as the principal policy adviser to the Council on matters of general policy, ensuring that the Council is kept properly informed.
2. To advise the Council on:
 - a. the co-ordination of the Council's functions, and
 - b. the staffing requirements of the Council, and the organisation, appointment and proper management of the Council's staff.
3. To ensure that a corporate approach to the management and execution of the Council's affairs is maintained and that advice to the Council is given on a co-ordinated basis. In addition, to ensure, through the Council's Chief Officers, the effective and efficient implementation of the Council's policies and programmes and that the Council's resources are most effectively deployed to this end.
4. To take such action as may be required to ensure that the correct significance is given by the Council's staff to achievement of the overall objectives of the Council.
5. To provide strategic direction of the Council, securing the preparation of budgets, presenting policy options and leading Chief Officers on corporate policies and programmes.
6. In conjunction with the Director of Finance, to ensure that budget preparation is kept to programme and that appropriate financial advice and information is available to the Council.
7. To ensure preparation of integrated short and long term plans to meet the social and economic needs of the Council area.
8. To initiate and develop with Members and Chief Officers, strategies for coping with change and ensuring that new statutory obligations are met.
9. In pursuit of the Council's interests, to promote and foster good

external relations with other local authorities, Government Departments, other public agencies, community bodies, the media, the private sector and the public in general.

10. To develop a comprehensive performance review system through performance management systems, a corporate value programme, systems for monitoring service quality and a corporate management development programme.
11. To ensure the effective management of the DSO and DLO organisations, the monitoring of their performance and the preparations for the extension of CCT to other Council services.
12. To maintain an up-to-date knowledge of trends and practices in the field of central and local government, and the theory and practice of management.
13. To undertake any other duties and responsibilities which may be assigned by the Council.

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Person Specification

	ESSENTIAL	DESIRABLE
Personal Features/ Qualities	Highly skilled communicator Proven leadership skills Ability to motivate staff at all levels High standard of professional integrity Ability to relate appropriately to elected members	
Relevant understanding of local achievements in local experience of issues. operating management similar social	Experience of senior management in a local authority. Experience in interpreting and understanding complex financial/budgeting information. Formulation of complex policy documents.	Thorough of the workings government. Proven specific areas of government. Previous decentralisation Knowledge and experience of at a senior level in a economic and environment.
Education degree	Highly developed literacy and numeracy skills.	Educated to standard and/or professional qualifications.

Special
presentation
Knowledge and
Skills

Negotiating skills over a
wide range of issues.
Highly developed written
and verbal skills.

Effective
skills.

Disposition

Strategic thinker.
Ability to readily adapt to
changing circumstances.
Display calmness under pressure.
Possess a high degree of
political sensitivity.
Self disciplined and able to
work to strict deadlines.

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Arrangements for Selection Procedure

- (1) A social occasion (format to be determined) involving elected members and candidates during the evening prior to the date for selection/interview.
- (2) Presentation by each candidate on a subject selected by the interviewing Committee and notified to the candidate in advance.
- (3) Interview by Recruitment Sub-Committee or Interim Executive Committee (basic question and answer) with use of interview assessment sheet.