

NOTICE OF MEETING

A **MEETING** of the **APPOINTMENTS PANEL** will be held in **THE WALLACE ROOM, VIEWFORTH, STIRLING** on **FRIDAY 2 OCTOBER 2009** at 8.45 a.m.

HAZEL McMORROW
Head of Governance
Clerk to the Council

24 September 2009

B U S I N E S S

1. **APOLOGIES**
2. **EDUCATION - APPOINTMENT OF HEAD OF EDUCATION - APPOINTMENTS**

Folder

- (1) Minutes - Appointments Panel – 16 September 2009 (Pages 1 – 4)
- (2) Procedure (Pages 6 - 7)
- (3) Recruitment Pack, including the Job Description and Advertisement (Pages 8 - 21)
- (4) Person Specification (Pages 22 - 23)
- E (Para1) (5) List of Candidates and Application Forms (Pages 24 -70)

(Pages 2 - 3 and 24 – 70 are Exempt)

Note: Any Agenda item which has the prefix 'E' is not for publication in terms of the Paragraph indicated of Schedule 7A of the Local Government (Scotland) Act 1973. It is anticipated (although this is not certain) that the meeting will resolve to exclude the press and public during consideration of the item(s) so marked.

N.B. Please bring the folder to the meeting and return it to the Clerk at the close of the meeting.

(For further information contact Ann Dromgoole, Tel: 01786 443296)

Distribution

Councillor Margaret Brisley (Substitute)

Councillor Ian Brown

Councillor Callum Campbell

Councillor Scott Farmer

Councillor Graham Lambie

Bob Jack, Chief Executive

Linda Kinney Assistant Chief Executive Services

Kristine Johnson, Council HR Manager, Improvement & Customer Service

THIS REPORT RELATES
TO ITEM 2 (i)
ON THE AGENDA

STIRLING COUNCIL

MINUTES of MEETING of the APPOINTMENTS PANEL held in THE COUNCIL CHAMBERS, VIEWFORTH, STIRLING on WEDNESDAY 16 SEPTEMBER 2009 at 2.00 p.m.

Present:-

Councillor Scott FARMER (in the Chair)

Councillor Margaret BRISLEY (Substitute)
Councillor Ian BROWN

Councillor Callum CAMPBELL
Councillor Graham LAMBIE

In attendance:-

Bob Jack, Chief Executive
Kristine Johnson, Council HR Manager, Improvement & Customer Service
Linda Kinney, Assistant Chief Executive, Learning, Empowerment and Citizenship
Ann Dromgoole, Committee Officer, Governance (Clerk)

Apologies for absence were received from Councillor Colin Finlay and Councillor Corrie K McChord.

AP16 APPOINTMENT OF CHAIR

Decision

The Panel agreed to appoint Councillor Scott Farmer as Chair of the Panel.

The Committee resolved that under Section 50(A) of the Local Government (Scotland) Act 1973, the public be excluded from the Meeting for the following item of business 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 Local Government (Scotland) Act 1973.

SUMMARY**AP17 APPOINTMENT OF HEAD OF EDUCATION - SHORTLEET**

The Panel considered the 11 completed Applications, which had been received for the post of Head of Education, against the person specification.

Decision

The Panel agreed:-

- 1 the process for leeting, assessment and the opening question;
- 2 that 5 Candidates go through to the next stage of the selection process;
- 3 that arrangements for the next stage of the selection process be carried out over 2 days; Day 1 of the process to commence on Thursday 1 October 2009;
- 4 that Day 2 commences on 2 October 2009 when the formal interviews are held;
- 5 the opening question of the formal interview is given to candidates 30 minutes prior to their interview;
- 6 on 2 October 2009 the first candidate be called for interview at 9.30 a.m;
- 7 that Assessment Centre reports (from Day 1) and the sharing of Candidates' References will take place at the conclusion of the interview process;
- 8 the scheduled timescale of the interview times must be followed.

The Chair declared the meeting closed at 3.25 p.m.

<p>THIS REPORT RELATES TO ITEM 2 (ii) ON THE AGENDA</p>
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**STIRLING COUNCIL
APPOINTMENTS PANEL**

Procedure for Head of Education Post

Panel Members (or appropriate depute)

Leader of the Council (Chair)
The three Opposition Leaders
Portfolio Holder
The Opposition Spokesperson
Chief Executive
Assistant Chief Executive (for the remit)

Advisers to the Panel

Council HR Manager
Committee Clerk

Application process

Candidate will submit application on-line through the recruitment portal.

Shortleeting process

The Appointments Panel will meet to undertake shortleeting against the criteria for the post. Members will receive comprehensive shortleeting packs in advance of the meeting. Panel Members and Advisers are required to attend this meeting.

The Assessment Centre will be held over two days.

Day 1

- Applicants will participate in an on-line Occupational Personality Questionnaire;
- A business simulation group activity;
- An 'in tray' exercise;
- An individual meeting with Linda Kinney, Assistant Chief Executive

Day 2

- Applicants will be given the opening question 30 minutes prior to their interview time, on the day of the interview, to prepare 10-minute presentation to Panel Members. Applicants will give their presentation at the start of their individual interview. Panel will have the opportunity to ask questions.

- Applicants will then be interviewed by Panel Members who will ask prepared standard questions of all applicants (supplementary questions are permitted to elicit more detailed information)
- Panel Members will keep notes of responses to questions at presentation and interview and return these to the Council HR Manager at the end of the process. (*Notes and information on the Assessment Event are required to be maintained for a period of at least 6 months pending any legal challenges*)

Following completion of the interviews the Panel deliberations will be held.

- Assessors involved in Day 1 activities will be invited to provide feedback to the Panel on how each applicant performed in each of the activities.
- Each candidate will be discussed in turn and no decisions or cross-referencing to the presentation or interviews will be made until all the Day 1 feedback is completed.
- The Assessors will then leave the meeting and the Panel will discuss the presentation and interview feedback relating this as appropriate to the feedback gained from the remainder of the Assessment Event.
- References are requested for each candidate and will only be discussed if it is felt there are important issues to be raised with the Panel.
- Only when this process is complete will a final decision be made on the successful applicant or whether a re-advertisement will be necessary.
- All matters discussed within the Panel deliberations will remain strictly confidential.

Discussions relating to interviews and the full assessment event are to remain confidential between all involved in the assessment process.

Kristine Johnson
Council HR Manager
September 2009



Person Specification

This should take the form of a list of objective and non-discriminatory criteria wholly related to the job description which define the criteria required to perform the duties safely and effectively. There should be no unnecessary conditions or standards, nor use of words which imply a bias of any kind, which are not justifiable.

JOB TITLE - Head of Education

	ESSENTIAL	DESIRABLE
Experience	<ul style="list-style-type: none"> • Senior Management experience • Experience of partnership working • Good track record in financial management • Excellent track record in people management 	<ul style="list-style-type: none"> •
Qualifications	<ul style="list-style-type: none"> • Relevant degree level qualification 	<ul style="list-style-type: none"> • Management qualification
Skills	<ul style="list-style-type: none"> • Knowledge of legislative framework, Scottish Government and other national policies to ensure that the service meets legislative and policy requirements • Excellent communication and presentation skills, both written and oral • Ability to work under regular pressures of financial and time constraints • Project management, negotiation and decision making skills • Analytical ability • Marketing and promotional skills 	<ul style="list-style-type: none"> •
Personal Qualities	<ul style="list-style-type: none"> • Leadership drive and integrity 	
Other Criteria	<ul style="list-style-type: none"> • Excellent attendance record. • Full driving licence • Member of professional organisation related to the post 	