

AGENDA ITEM 3(b)

DRAFT

MINUTE of MEETING of CENTRAL SCOTLAND VALUATION JOINT BOARD APPOINTMENTS COMMITTEE held within HILLSIDE HOUSE, STIRLING on TUESDAY 3 JUNE 2014 at 2.00 p.m.

PRESENT: Councillors Brisley, Holden, MacDonald and Meiklejohn.

CONVENER: Councillor MacDonald.

APOLOGIES: Councillors McChord and Nimmo.

ATTENDING: Assistant to Clerk (B Pirie); Chris Alliston, Senior HR Adviser, Lorna Young, Learning and Development Adviser (both Clackmannanshire Council) and Joan Hewton, Chair of the Assessor's Association for Scotland.

DECLARATIONS OF INTEREST: None.

VJB1. EXCLUSION OF PUBLIC

RESOLVED in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, to exclude from the meeting the press and public for the following item of business on the grounds that it would involve the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 7A of the said Act.

VJB2. POST OF ASSESSOR AND ELECTORAL REGISTRATION OFFICER

There was submitted Report (circulated) by the Clerk (a) advising on the background to the recruitment of the Assessor, (b) attaching for approval various documents in relation to the recruitment process – namely the recruitment timetable, advert, job profile and person specification for the post, and (c) requesting that the Committee agree the format of the selection process.

Discussion took place on:-

- The recruitment timetable
- The selection process - in particular the inclusion of an assessment centre exercise pre interview and the format of the presentation element of the process
- Terms and conditions for the post

AGREED:-

- (1) the proposed timetable for recruitment subject to the assessment of applications being held during week commencing 11 August 2014;

- (2) the proposed advert subject to the inclusion of information on the assessment centre and on the likely date of the interviews;
- (3) the job profile;
- (4) the person specification subject to it being adjusted to account for members comments in regard to the essential/desirable criteria;
- (5) that the selection process will include a presentation and that notice of the topic will be given to candidates 4 days prior to the interview; interview and an online strategic Executive scenario exercise; and
- (6) to authorise the HR adviser to engage with CEB SHL to provide the online assessment package at a cost of approximately £77per candidate.