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**MINUTE**

**A & B**

**Special Shetland Islands Council**

**Council Chamber, Town Hall, Lerwick**

**Thursday 9 October 2008 at 1.30 p.m.**

**Present:**

A J Cluness	J Budge
A Cooper	A Doull
F B Grains	I J Hawkins
J Henry	A Hughson
W H Manson	R Nickerson
F A Robertson	J G Simpson
J W G Wills	A Wishart

**Apologies:**

L Angus	L Baisley
A Duncan	B Fullerton
R Henderson	C Miller
G Robinson	C Smith

**In attendance (Officers):**

D Bell, Human Resources Manager  
A Cogle, Service Manager – Administration

**Chairperson**

Mr A J Cluness, Convener of the Council, presided.

**Circular**

The circular calling the meeting was held as read.

**In order to avoid the disclosure of exempt information, the Council resolved, on the motion of Mr A J Cluness, seconded by Mr J G Simpson, to exclude the public during consideration of the following item of business.**

**138A/08 Recruitment of Executive Director – Infrastructure Services**

The Human Resources Manager provided Members with details of the application and shortlisting processes. It was noted that the candidates had completed an in-tray exercise the previous day, and the outcome of that, including the scorings achieved, would be provided to Members after each interview. After discussing the process and agreement on the form of questions, the Council proceeded to interview the candidates for the post of Executive Director – Infrastructure Services.

Commencing at 2.30 p.m., the Council interviewed two of the seven applicants. After each interview, the Human Resources Manager provided Members with the outcome of the in-tray exercise. Members completed a score sheet after each interview and returned them to the Human Resources Manager.

*The meeting adjourned at 5 pm.*

*The meeting reconvened on Friday 10 October 2008*

**Adjourned Special Shetland Islands Council**

**Council Chamber, Town Hall, Lerwick**

**Friday 10 October 2008 at 9.15 a.m.**

**Present:**

A J Cluness	J Budge
A Cooper	A Doull
F B Grains	I J Hawkins
J Henry	A Hughson
W H Manson	R Nickerson
F A Robertson	J G Simpson
J W G Wills	A Wishart

**Apologies:**

L Angus	L Baisley
A Duncan	B Fullerton
R Henderson	C Miller
G Robinson	C Smith

**In attendance (Officers):**

M Goodlad, Chief Executive  
D Bell, Human Resources Manager  
A Cogle, Service Manager – Administration

**Chairperson**

Mr A J Cluness, Convener of the Council, presided.

**138A/08 Recruitment of Executive Director – Infrastructure Services**

Commencing at 9.30 a.m., the Council interviewed three of the remaining five applicants. After each interview, the Human Resources Manager provided Members with the outcome of the in-tray exercise. Members completed a score sheet after each interview and returned them to the Human Resources Manager.

The meeting adjourned for lunch at 12.45 p.m.

The meeting reconvened at 1.45 p.m.

The Council interviewed the two remaining applicants, and the Human Resources Manager advised Members of the outcome of the in-tray exercise, after each interview. Members again completed a score sheet after each interview and returned them to the Human Resources Manager.

After the last candidate's result sheet was returned, the Human Resources Manager advised the Council of the results of the final scoring.

After considerable discussion, Members agreed to seek references for all applicants, and to re-convene on Tuesday 14 October.

*The meeting adjourned at 4.55 pm.*

*The meeting reconvened on Tuesday 14 October 2008*

**Adjourned Special Shetland Islands Council**

**Council Chamber, Town Hall, Lerwick**

**Tuesday 14 October 2008 at 9 a.m.**

**Present:**

A J Cluness	J Budge
A Cooper	A Doull
F B Grains	I J Hawkins
J Henry	A Hughson
W H Manson	R Nickerson
F A Robertson	J G Simpson
J W G Wills	A Wishart

**Apologies:**

L Angus	L Baisley
A Duncan	B Fullerton
R Henderson	C Miller
G Robinson	C Smith

**In attendance (Officers):**

M Goodlad, Chief Executive  
J R Riise, Head of Legal and Administration  
E Manson, Human Resources Advisor  
A Cogle, Service Manager – Administration

**Chairperson**

Mr A J Cluness, Convener of the Council, presided.

**138A/08 Recruitment of Executive Director – Infrastructure Services**

After discussion, during which Members received advice from the Head of Legal and Administration, the Council agreed to adjourn and reconvene once all references had been received. Due to Members' availability, it was decided to reconvene on Tuesday 20 October, although it was noted that two Members would be unable to attend. However, it was agreed that the meeting should proceed in order not to delay matters any further.

*The meeting adjourned at 9.55 a.m.*

*The meeting reconvened on Tuesday 20 October 2008*

**Adjourned Special Shetland Islands Council**

**Council Chamber, Town Hall, Lerwick**

**Tuesday 20 October 2008 at 11 a.m.**

**Present:**

A J Cluness	A Cooper
A Doull	F B Grains
I J Hawkins	J Henry
A Hughson	W H Manson
F A Robertson	J G Simpson
J W G Wills	A Wishart

**Apologies:**

L Angus	L Baisley
J Budge	A Duncan
B Fullerton	R Henderson
C Miller	R Nickerson
G Robinson	C Smith

**In attendance (Officers):**

M Goodlad, Chief Executive  
J R Riise, Head of Legal and Administration  
E Manson, Human Resources Advisor  
A Cogle, Service Manager – Administration

**Chairperson**

Mr A J Cluness, Convener of the Council, presided.

**138A/08 Recruitment of Executive Director – Infrastructure Services**

The Council proceeded to consider all the references received, and discussed the merits of each candidate. Members noted the scorings which each candidate had achieved, and then proceeded to hold a secret ballot. After a series of secret ballots, the Council, by majority, appointed Mr G Greenhill to the post of Executive Director – Infrastructure Service.

A J Cluness  
Convener