

**REPORT TO:** East Lothian Council

**MEETING DATE:** 28 August 2018

**BY:** Chief Executive

**SUBJECT:** Appointment to the Post of Head of Infrastructure

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## **1 PURPOSE**

- 1.1 To advise Council of the decision of the Chief Officer and Head Teacher Appointments Sub-Committee to appoint Tom Reid to the post of Head of Infrastructure.

## **2 RECOMMENDATIONS**

- 2.1 To note the decision of the Chief Officer and Head Teacher Appointments Sub-Committee to appoint Tom Reid as Head of Service Infrastructure.

## **3 BACKGROUND**

- 3.1 An external recruitment campaign to recruit to the vacant post of Head of Infrastructure ran from Friday 4 May until Sunday 20 May 2018. Twenty-Five applications were received.
- 3.2 A cross-party Elected Member/Chief Officer and Head Teacher Appointments Sub-Committee was established in accordance with Council's Standing Orders and charged with making an appointment to the permanent post of Head of Infrastructure. The Sub-Committee comprised:
- Cllr Norman Hampshire (Chair)  
Cllr John McMillan  
Cllr Brian Small (Leader of the Opposition)
- 3.3 The Sub-Committee was advised by Council officials: Angela Leitch, Chief Executive; Monica Patterson, Depute Chief Executive (Partnerships and Communities Services); Paul Ritchie, HR Business Partner; and Evelyn Doherty, the Independent Adviser, who provided advice throughout the recruitment campaign, candidate selection and the candidate interview process.
- 3.4 The Sub-Committee met on 8 June 2018 to consider shortleat recommendations made by the Chief Executive, Depute Chief Executive & HR Business Partner. Six candidates were selected for the shortleat process.

- 3.5 The six candidates were invited to a full day assessment centre on Tuesday 26 June followed by a formal competency based interview on Wednesday 27 June. The candidates were asked a number of pre-set competency based interview questions. The Sub-Committee was advised by Angela Leitch, Chief Executive, Monica Patterson, Depute Chief Executive, Zoe McFadzean, HR and Payroll Services, Evelyn Doherty, Solace.
- 3.6 Following the interview, taking full account of the candidate's performance in relation to the assessment centre and the competency based interview, the Sub-Committee determined that Tom Reid was the preferred candidate for the post of Head of Infrastructure. The relevant pre-employment checks were undertaken and found to be satisfactory. A formal offer was made to Mr Reid, which he has formally accepted with a start date of 1 August 2018.

#### **4 POLICY IMPLICATIONS**

- 4.1 In accordance with standing orders of East Lothian Council, Tom Reid has become East Lothian Council Head of Service (Infrastructure).

#### **5 INTEGRATED IMPACT ASSESSMENT**

- 5.1 The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy.

#### **6 RESOURCE IMPLICATIONS**

- 6.1 Financial - The post is fully provided for in the 3 year budget
- 6.2 Personnel – None
- 6.3 Other - None

#### **7 BACKGROUND PAPERS**

- 7.1 None

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