



# MINUTES OF BRIDGEWATER HOUSING ASSOCIATION

## EMERGENCY SUB-COMMITTEE MEETING

Venue: Via Zoom

Date: 31<sup>st</sup> January 2022

Time: 6.00pm

### Present:

Alastair Morris Chair, John Paterson Vice Chair, Heather Stirling Secretary.

### In attendance:

Ian McLean Chief Executive, Scott Currie Corporate Services Manager and Eamonn Connolly Director, EVH

Item	Details	Action
1.	<b>Welcome and Chairs remarks</b>	
	<p>The Chief Executive introduced Eamonn Connolly, welcomed everyone to the meeting and confirmed that members had received the relevant documents on time.</p> <p>The Chief Executive explained that following submission of his notice of retirement, this meeting was arranged to discuss and prepare a recruitment pack for the post, agree a recruitment timescale and select a panel to carry out the shortlisting and interview process. Ian explained that he had taken advice from EVH in terms of his attendance at the meeting and that it would be appropriate for him to attend but this would likely be the only meeting he attended.</p> <p>Eamonn explained that once the advert for the post goes live, Ian will require to withdraw from the process so Scott will act as the link between the Sub Committee and EVH.</p>	
2.	<b>Apologies</b>	
	Apology was received from <b>Angela Westrop</b> .	
3.	<b>EVH</b>	
	Ian reminded members that rather than seek quotations for a company to assist the Association in its recruitment process the Board had agreed that EVH should be approached and a price negotiated with EVH. This was on the basis that the Association were members of EVH and the CEO was aware of the prices charged by independent consultants. He explained that EVH had submitted a proposal to provide all services including advertising for the sum of £5,995 plus VAT. The members agreed to accept the quotation provided by EVH, who should be engaged to manage the recruitment process.	
4.	<b>Recruitment Pack</b>	
	Eamonn shared his screen and a discussion followed over the following papers	

4.1	<p>Job description – agreed in principle with the following change:-</p> <ul style="list-style-type: none"> <li>• Basic Disclosure only required, not Standard Disclosure</li> </ul>	
4.2	<p>Person Specification – agreed in principle with the following changes:-</p> <ul style="list-style-type: none"> <li>• University Degree in a relevant subject to be essential and Degree of Diploma in Housing to be desirable</li> <li>• Under skills, managing relationships to be mentioned separately and expanded upon</li> <li>• Add section on supporting communities and understanding the challenges involved</li> </ul>	
4.3	<p>Eamonn provided completed documents from a post recently filled to provide a flavour of what should be prepared. The following was agreed:-</p> <ul style="list-style-type: none"> <li>• Ian will prepare some text for the ‘Background to the post’ section from some information from the website and send to Eamonn.</li> <li>• Eamonn will draft the advert which will be advertised on the EVH newsletter, and publicised using the following media - SFHA, Scottish Housing News, Good Moves and Indeed which is included free of charge. It was agreed not to use the CIH, which as an additional £1,700.</li> </ul>	
4.4	<p>Eamonn explained proposals for the timetable and the following were agreed in principle:-</p>	
	<ul style="list-style-type: none"> <li>• Advertise post – Wednesday 9 February</li> <li>• Closing date - Monday 28 February</li> <li>• Shortlisting – Wednesday 9 March at 2.00pm (Scott will book Bridgewater Boardroom)</li> <li>• Interviews – Thursday 31 March and Friday 1 April (if second interviews required) – Golden Jubilee Conference Hotel</li> </ul> <p>The interview panel will comprise Alastair, Angela and Heather, subject to Heather confirming approval of annual leave for required dates. If not approved, John will be the backup or dates will be changed accordingly. Heather will confirm with Scott if leave is approved.</p> <p>Eamonn will make the agreed changes to the documents and re-circulate to the members.</p> <p><b>Post Meeting Note</b></p> <p>Angela will be unavailable during most of March and not able to attend any face to face meetings. She will subsequently not be a member of the selection and interview panel.</p>	



Signed \_\_\_\_\_