

# APPOINTMENTS COMMITTEE

## Minutes of the meeting held on 12 October 2021

**PRESENT:** Councillor Ieuan Williams (Chair)  
Councillor Bob Parry OBE FRAGS (Vice-Chair)

Councillors R Dew, T LI Hughes MBE, K P Hughes, Vaughan Hughes,  
Llinos Medi Huws, A M Jones and R Meirion Jones

**IN ATTENDANCE:** Chief Executive,  
Director of Function (Council Business)/Monitoring Officer,  
Head of Profession (Human Resources) and  
Transformation,  
Human Resources Manager (CW),  
Committee Officer (MEH).

**APOLOGIES:** Councillor Glyn Haynes

**ALSO PRESENT:** None

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### 1 DECLARATION OF INTEREST

None received.

### 2 MINUTES

The minutes of the meeting held on 31 August, 2021 were confirmed as correct.

### 3 EXCLUSION OF THE PRESS AND PUBLIC

It was **RESOLVED** to adopt the following:-

**“Under Section 100(A) of the Local Government Act 1972, to exclude the press and public from the meeting during the discussion on the following item as it may involve the likely disclosure of exempt information as defined in Paragraph 12A of the said Act and in the attached Public Interest Test.”**

It was **AGREED** that Items 4,5 and 6 be discussed together by the Committee.

### 6 STAFF APPOINTMENTS

#### Head of Democratic Services

Submitted – a report by the Director of Function (Council Business)/ Monitoring Officer in respect of the above post.

The Director of Function (Council Business)/Monitoring Officer reported that in accordance with the recommendation of the Appointments Committee held on 31 August, 2021 the post of Head of Democratic Services was advertised on the 3<sup>rd</sup> September, 2021 until the 27<sup>th</sup> September, 2021. She further reported that as per standard recruitment practice an independent short-list was formed based on the information included within the applications received. The recommendation was that the post be re-advertised for a period of two weeks. It was recommended also that the Appointments Committee

undertake a process that would not normally be undertaken for a grade 10 appointment on the basis that this is a statutory post. The process recommended is the same 2 process that has been adopted by the Appointments Committee for such posts which is a three step approach of: -

- External interview based on a psychometric testing process;
- Professional interview to be held between the Chief Executive, Director of Function (Council Business)/Monitoring Officer or a suitable substitute and the Head of Profession HR as a way of confirming the accuracy of the application forms content;
- Interview with the Appointments Committee to make a decision on which applicant, if any, is selected following feedback from the two previous steps which will be presented in a report prior to the formal interview with the committee.

**It was RESOLVED:-**

- **To re-advertise the post for a period of two weeks and that the applications that has been received be retained for consideration;**
- **That the three step process be supported unanimously as noted in the report presented to the Committee.**

**COUNCILLOR IEUAN WILLIAMS  
CHAIR**