

STANDARDS COMMITTEE SELECTION PANEL

Minutes of the meeting held on 11 April 2019

PRESENT: **Representing the County Council**

Councillor Gwilym O Jones
Councillor Robert LI Jones
Councillor Margaret M Roberts (Chair)

Representing the Town/Community Councils

Mr Gordon Warren

Independent Members

Dr Teleri M Jones

IN ATTENDANCE: Head of Function (Council Business)/Monitoring Officer
Solicitor (Corporate Governance) (MY)
Committee Officer (SC)

APOLOGIES: None

The Monitoring Officer welcomed Dr Teleri Jones to the meeting. Dr Jones has been appointed as a co-opted member of the Standards Committee Selection Panel.

1. TO ELECT A CHAIRPERSON

Councillor Margaret M Roberts was elected Chair for the duration of the appointments process.

2. DECLARATION OF INTEREST

No declaration of interest was received.

3. RECRUITMENT OF FOUR NEW INDEPENDENT MEMBERS TO SERVE ON THE STANDARDS COMMITTEE

Submitted - a report by the Head of Function (Council Business)/Monitoring Officer on the above.

The Solicitor (Corporate Governance) reported that the Selection Panel is required to agree on the recruitment criteria and application pack for applicants.

The Solicitor (Corporate Governance) reported that the Panel will score the applications, and devise the interview questions, against the set criteria. The short listed candidates will then be invited for interview by the Panel.

The Panel discussed the statutory requirements for the role as well as possible local choice criteria. Copies of the current job description were shared with the Panel for information.

RESOLVED that the Selection Panel agreed to apply only the statutory requirements as their criteria.

4. TO APPROVE THE ADVERTISEMENT AND DOCUMENTATION FOR THE RECRUITMENT OF FOUR NEW INDEPENDENT MEMBERS TO THE STANDARDS COMMITTEE

Submitted - a report by the Head of Function (Council Business)/Monitoring Officer on the above.

The Solicitor (Corporate Governance) reported that it is a statutory requirement that vacancies for independent members are advertised in two local newspapers. The Selection Panel may decide on additional advertising as well.

The Panel discussed the options available regarding advertising the vacancies and the associated costs, and agreed that a notice be placed in two local newspapers for a period of one week, with a link provided to the application form and background papers, as well as the Council's Facebook and Twitter pages.

With regard to the application form and supporting documents, the Panel considered that the content was too onerous, and that some parts should be removed.

RESOLVED:-

- **To approve the draft documentation in Appendix 1, to include only the statutory requirements.**
- **To authorise the Monitoring Officer to advertise the vacancies for four independent members to the Standards Committee in two local newspapers, for a period of one week, following the Easter schools holiday, and on the Council's Facebook and Twitter pages.**
- **To authorise the Monitoring Officer to remove Enclosures B and C from Part 3 of the draft application pack.**

5. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED to adopt the following:-

“Under Section 100(A)(4) of the Local Government Act 1972, to exclude the press and public from the meeting during the discussion on item 12 on the grounds that it involved the disclosure of exempt information as defined in Schedule 12A of the said Act and in the Public Interest Test as presented.”

6. POSSIBLE QUESTIONS FOR THE INTERVIEWS FOR INDEPENDENT MEMBERS TO SERVE ON THE STANDARDS COMMITTEE

Submitted - a report by the Head of Function (Council Business)/Monitoring Officer requesting that the Selection Panel consider and agree on suitable interview questions for shortlisted candidates from the criteria adopted.

A list of potential interview questions was circulated to the Panel for consideration. The Committee's responses would be discussed in the Selection Panel's next meeting.

RESOLVED:-

- **To consider the draft interview questions presented for candidates, and to include any additions/amendments by the Panel to finalise the interview questions, to report to the next meeting of the Selection Panel.**
- **The Monitoring Officer to schedule a closing date for the newspaper advertisement at the end of May, and arrange to convene a meeting in June for the Selection Panel to draw up a shortlist.**
- **The Monitoring Officer to forward all relevant paperwork to members of the Selection Panel prior to the meeting; in hard copy to those requiring it.**

The meeting concluded at 10.40 am

**COUNCILLOR MARGARET M ROBERTS
CHAIR**