

## **APPOINTMENTS COMMITTEE**

### **Minutes of the meeting held on 10 October 2019**

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

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

**IN ATTENDANCE:** Chief Executive,  
Head of Profession (Human Resources) and Transformation,  
Senior Human Resources Officer (CW),  
Committee Officer (MEH).

**APOLOGIES:** None

**ALSO PRESENT:** None

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#### **1 DECLARATION OF INTEREST**

Councillor R Meirion Jones declared a personal and prejudicial interest as regards to Item 6 – Staff Appointments – Deputy Chief Executive and left the meeting during discussion and voting thereon.

#### **2 MINUTES**

The minutes of the following meetings were confirmed:-

- Minutes of the meeting held on 31 July, 2019
- Minutes of the meeting held on 22 August, 2019

Councillors K P Hughes and Aled M Jones abstained from voting as they were not members of the Appointments Committee until today's meeting.

#### **3 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 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.”**

#### 4 **STAFF APPOINTMENTS**

##### **Head of Highways, Property and Waste**

1 application received for the above post which was an internally advertised vacancy.

The Head of Profession (Human Resources) and Transformation explained that in the first instance the process for appointing vacant posts at Heads Of Services is to ascertain an expression of interest among other Heads of Service within the Council in the first instance.

**It was RESOLVED that the 1 application be put forward to the next stage of the appointments process.**

Councillor A M Jones wished it to be minuted that he did not agree with a shortlist of one.

The Head of Profession (Human Resources) and Transformation noted that the established practice would be followed for the next stage of the appointment process with an external independent assessment via a psychometric test conducted to gauge behavioural competencies as required within the responsibilities of the job description of the post. A verbal report will be afforded to the Appointments Committee at the final interview stage on the outcomes of that assessment. In addition a professional interview would also take place as per established practice. However the new Chief Executive has decided that the format for the professional interview will be that this will be conducted by the Chief Executive and the Head of Profession (Human Resources) and Transformation. Feedback from the professional interview will be provided to the Appointments Committee at the final interview stage.

Councillor A M Jones wished it to be minuted that he had asked for clarifications as to the next stage of the appointments process.

#### 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 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.”**

#### 6 **STAFF APPOINTMENTS**

##### **Deputy Chief Executive**

6 applications received for the above post.

The Chief Executive gave analysis of the six applications for the post to the Committee and recommended two applications to be taken forward as shortlisted candidates.

Members of the Committee considered that 2 applications met the criteria of the post and that they be put forward to the next stage of the appointments process.

Councillor A M Jones wished it to be minuted that he considered that another applicant, whilst not reaching the language skills required, had the professional background to be considered for the post. The Head of Profession (Human Resources) and Transformation responded that the post was advertised as Welsh essential and would need the expected level 5 language skills for the post and therefore in this instance the candidate could not be shortlisted.

The Head of Profession (Human Resources) and Transformation noted that the established practice would be followed for the next stage of the appointment process with an external independent psychometric test assessment conducted to gauge behavioural competencies as required within the responsibilities of the job description of the post. A verbal report will be afforded to the Appointments Committee at the final interview stage on the outcomes of that assessment. In addition, a professional interview would also take place as per established practice. However, the new Chief Executive has decided that the format for the professional interview will be that this will be conducted by the Chief Executive and the Head of Profession (Human Resources) and Transformation. Feedback from the professional interview will be provided to the Appointments Committee at the final interview stage.

It was further agreed that any applicant who has undertaken the psychometric test within the last three months would not be required to undertake this test again and that the previous test result be utilised.

The recommendation of the Appointments Committee, if any appointment is made, will need to be ratified by the full Council at a meeting to be arranged to follow the scheduled final Appointments Committee meeting for this appointment.

**It was RESOLVED that 2 applicants be put forward to the next stage of the appointments process.**

**COUNCILLOR IEUAN WILLIAMS  
CHAIR**