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CYNGOR SIR
YNYS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL

Mrs Annwen Morgan
Prif Weithredwr—Chief Executive
CYNGOR SIR YNYS MÔN
ISLE OF ANGLESEY COUNTY COUNCIL
Swyddfeydd y Cyngor - Council Offices
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RHYBUDD O GYFARFOD	NOTICE OF MEETING
PWYLLGOR PENODIADAU	APPOINTMENTS COMMITTEE
DYDD GWENER, 5 TACHWEDD, 2021 am 10.00 o'r gloch yb	FRIDAY, 5 NOVEMBER 2021 at 10.00 am
CYFARFOD RHITHIOL (AR HYN O BRYD NID OES MODD I'R CYHOEDD FYNCHU'R CYFARFOD)	VIRTUAL MEETING (AT PRESENT MEMBERS OF THE PUBLIC ARE UNABLE TO ATTEND)
Swyddog Pwyllgor	Mrs Mairwen Hughes 01248 752516 Committee Officer

AELODAU / MEMBERS

Cynghorwyr / Councillors:-

Y Grŵp Annibynnol/The Independent Group

Richard A Dew, Ieuan Williams (**Cadeirydd/Chair**)

Plaid Cymru / The Party of Wales

Trevor Ll Hughes MBE, Vaughan Hughes, R Meirion Jones, Llinos M Huws, Bob Parry OBE
FRAGS (**Is-gadeirydd/Vice-Chair**)

Annibynnwyr Môn/Anglesey Independents

Kenneth P Hughes, Aled M Jones

Plaid Lafur Cymru/Wales Labour Party

Glyn Haynes

A G E N D A

1 DECLARATION OF INTEREST

To receive any declaration of interest by any Member or Officer in relation to any item of business.

2 MINUTES (Pages 1 - 4)

To submit, for confirmation, the following minutes of the meetings:-

- Minutes of the meeting held on 12 October, 2021;
- Minutes of the meeting held on 21 October, 2021.

3 EXCLUSION OF THE PRESS AND PUBLIC (Pages 5 - 6)

To consider adopting 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 (Pages 7 - 190)

Head of Democratic Services

- To consider the applications for the above post.

Copies of the Job Description, Person Specification and application forms are enclosed.

- To submit a report by the Director of Function (Council Business) / Monitoring Officer.

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
-

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

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 3rd September, 2021 until the 27th 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

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**

APPOINTMENTS COMMITTEE

Minutes of the virtual meeting held on 21 October 2021

- PRESENT:** Councillor Ieuan Williams (Chair)
Councillor Bob Parry OBE FRAGS (Vice-Chair)
- Councillors R Dew, Glyn Haynes, T Ll Hughes MBE, K P Hughes, Llinos Medi Huws and A M Jones.
- IN ATTENDANCE:** Head of Profession (Human Resources) and Transformation,
Human Resources Manager (CW),
Committee Officer (MEH).
- APOLOGIES:** Councillors Vaughan Hughes and R Meirion Jones
- ALSO PRESENT:** None
-

1 DECLARATION OF INTEREST

None received.

2 EXCLUSION OF THE PRESS AND PUBLIC

It was **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.”

3 STAFF APPOINTMENTS

Chief Executive

Submitted – a report by the Head of Profession (Human Resources) and Transformation.

The Head of Profession (Human Resources) and Transformation reported that the current Chief Executive, has confirmed her intention to retire from her post at the end of March, 2022.

It was **RESOLVED**:-

- **To externally advertise the post of Chief Executive;**
- **The Job Description and Person Specification for the post to be in accordance with Enclosure 1 of the report;**
- **The salary for this post to be advertised in accordance with the current salary of £120,526 per annum with the 2021 pay award being added once agreed;**
- **The terms and conditions to be as outlined in Enclosure 2 of the report;**
- **The advertisement to run for a consecutive period of four weeks;**
- **The post to be advertised in accordance with the Council’s usual policy for Chief Officer posts, which would be through the Authority’s website, a dedicated microsite, along with**

social media platforms to include Indeed and lleol.cymru websites, the Guardian newspaper, Golwg and advertising through WLGA, together with direct notification to all local authorities in Wales and Welsh Government;

- Following closure of the advertisement, an objective and independent shortlisting exercise to be carried out by two Officers from the Human Resources Service independently;
- Following completion of the shortlisting process the Committee will be reconvened to approve the shortlisting candidates for interview and any further steps required in the selection process. The final selection will need to include endorsement by the full Council.

**COUNCILLOR IEUAN WILLIAMS
CHAIR**

PRAWF BUDD Y CYHOEDD PUBLIC INTEREST TEST

(Teitl yr Adroddiad/Title of Report) Staff Appointments

Paragraff(au) Llywodraeth Leol 1972 Paragraph(s) 12, 13, 14 Act 1972	Atodlen 12A Deddf Schedule 12A Local Government
Y PRAWF – THE TEST	
<p>Mae yna fudd y cyhoedd wrth ddatgelu oherwydd / There is a public interest in disclosure as:-</p> <p>Mae hwn yn fater sy'n effeithio ar strwythur rheoli'r Cyngor ac, fel y cyfryw, mae gan y cyhoedd ddiddordeb uniongyrchol mewn cael eu hysbysu am faterion sy'n ymwneud â darparu, cost ac effeithionrwydd gwasanaethau yn cynnwys arbedion sy'n ymwneud â'r rheini.</p> <p>This is a matter which affects the Council's management structure and , as such, the public has a direct interest in being informed about matters which relate to the delivery, cost and efficiency of services including savings relating thereto.</p>	<p>Budd y cyhoedd with beidio datgelu yw / The public interest in not disclosing is:-</p> <p>Mae yna ddisgwyliad cyfreithiol y bydd materion sy'n ymwneud â gweithwyr unigol y Cyngor yn cael eu trin yn gyfrinachol. Mae gan y Cyngor ddyletswyd o ymddiriedaeth a hyder mewn perthynas â'i ymwneud â'i staff ac mae'r wybodaeth yn yr adroddiad sydd ynghlwm. Mae i'r adroddiad oblygiadau cyflogaeth i'r swyddogion sy'n cael eu heffeithio ac fe all toriad dianghenriad mewn cyfrinached adael y Cyngor, fel cyflogwr, yn agored i gamau cyfreithiol.</p> <p>There is a legal expectation that matters relating to individual employees of the Council are to be treated confidentially. The Council has a duty of trust and confidence in relation to its dealings with its staff and the information in the attached report. This report has employment implications for those Officers affected and any unnecessary breach of confidentiality may leave the Council, as employer, open to legal action.</p>
<p>Argymhelliad - Mae budd y cyhoedd wrth gadw'r eithriad o bwys mwy na/llai na* budd y cyhoedd wrth ddatgelu'r wybodaeth. [* - dilêwch y geiriau amherthnasol] Recommendation - The public interest in maintaining the exemption outweighs/does not outweigh* the public interest in disclosing the information. [* - delete as appropriate]</p>	

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By virtue of paragraph(s) 12, 13, 14 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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