

APPOINTMENTS COMMITTEE

Minutes of the virtual meeting held on 27 January 2022

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 (item 4 only),
Deputy Chief Executive,
Interim Director of Function (Council Business)/Monitoring Officer (item 4 only),
Head of Profession (Human Resources) and Transformation,
Human Resources Manager (CW),
Human Resources Officer (NH),
Committee Officer (MEH).

APOLOGIES: None

ALSO PRESENT: None

1 DECLARATION OF INTEREST

Councillor K P Hughes declared a personal interest as he knew one of the applicants, following legal advice he said that as the applicant is not a close personal contact he was able to take part in the meeting.

2 MINUTES

The minutes of the meeting held on 21 December, 2021 were confirmed as correct.

3 EXCLUSION OF THE PRESS AND PUBLIC

It was **RESOLVED:-**

“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 APPOINTMENT

Head of Democratic Services

The Head of Profession (Human Resources) and Transformation reported that in accordance with the recommendation of the Appointments Committee held on 22nd November, 2021 the post of Head of Democratic Services was advertised on the 17th December, 2021 until the 14 January, 2022. She reported that as a result of an independent shortlist analysis by two HR Officers, it was recommended that the Committee identifies the candidates to be interviewed.

It was recommend that the Appointments Committee follow the same process that has been followed with a number of recent senior appointments which is a three step approach of :-

- Professional interview to be held between the Chief Executive, the Deputy Chief Executive, the Interim Director of Function (Council Business)/Monitoring Officer or a suitable substitute and the Head of Profession (Human Resources) and Transformation;
- Shortlisted candidates to undergo external interviews with Gatenby Sanderson based on a psychometric testing process;
- Appointments Committee to conduct formal interviews with the shortlisted candidates and to make a selection decision following consideration of a verbal report on the professional interviews and psychometric testing process.

It was RESOLVED to support the Officer's recommendations and that this be done following the three step process outlined above.

5 EXCLUSION OF THE PRESS AND PUBLIC

It was RESOLVED:-

“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

Submitted – a report by the Deputy Chief Executive.

The Human Resources Manager reported that following the appointment of the Deputy Chief Executive to the role of Chief Executive the vacancy of Deputy now requires to be filled.

It was RESOLVED:-

- **To externally advertise the post of Deputy 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 £99,565 per annum with the 2021 and 2022 pay award being added once agreed;**
- **The advertisement to run for a consecutive period of three 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 lleol.cymru website, the Guardian newspaper, Golwg and advertising through WLGA, together with direct notification to the other five principal councils in North Wales;**
- **Following the 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 be include endorsement by the full Council.**

**COUNCILLOR IEUAN WILLIAMS
CHAIR**