

**SPECIAL APPOINTMENTS PANEL
(CHIEF EXECUTIVE)**

Minutes of the Special Appointments Panel meeting (Chief Executive) held in the Cabinet Room, County Hall, Ruthin on Monday 26th January 2009 at 2.00 p.m.

PRESENT

Councillors J Butterfield, C M Evans, H H Evans, I A Gunning, R W Hughes, M M Jones, P J Marfleet, A G Pennington, J Thompson-Hill and E W Williams.

ALSO PRESENT

Head of Personnel, Personnel Officer (L M Jones), County Clerk, J Brooks (SECTOR) and L Judd (Gatenby Sanderson).

APOLOGIES

None.

1 APPOINTMENT OF CHAIR

It was proposed and seconded that Councillor E W Williams be appointed Chair.

***RESOLVED** that Councillor E W Williams be appointed Chair.*

2 URGENT ITEMS

There were no urgent matters.

3 APPOINTMENT OF CHIEF EXECUTIVE – TRAINING ARRANGEMENTS

***RESOLVED** that a training session for members be held at the start of the next Panel meeting.*

4 APPOINTMENT OF CHIEF EXECUTIVE – RECRUITMENT ARRANGEMENTS

The Head of Personnel introduced the report (previously circulated) which sought agreement of the process for the recruitment, namely timetabling, advertising, involvement of stakeholders, longlisting and final interviewing.

Members were advised that Gatenby Sanderson, who would bring an independent element to the recruitment process, were the Council's retained recruitment consultants for this post and they would be assisted by Mr J Brooks.

Members considered the draft recruitment timetable and proposed that consideration be given to presentations being made by candidates to Full Council on the morning of 20th April (day 1 of the Assessment Centre). At the end of day 1 Panel would select candidates to proceed to detailed interview by the Panel on 21st April (day 2).

At the end of day 2 Panel would select the candidate(s) to proceed to final interview by Full Council on 22nd April (day 3). Following Gatenby Sanderson's advice that there be advertising of the post in addition to the search activity that they would undertake, Members concluded that advertising should take place in the Guardian, LCC and MJ.

The Panel then considered the involvement of stakeholders in the recruitment process and came to the view that those persons referred to in the report should be involved but would consider the matter further taking into account any views expressed by Council.

In respect of longlisting, Members accepted that Gatenby Sanderson and Mr J Brooks be invited to undertake the longlisting against the agreed criteria for the role and that a report of the outcome would be presented to the Panel.

RESOLVED, that subject to the amendments outlined above, the recommendations and proposal as outlined in the report be approved.

EXCLUSION OF PRESS AND PUBLIC

RESOLVED pursuant to Section 100A(4) of the Local Government Act 1972 the Press and Public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 12, 14 and 15 of Part 4 of Schedule 12A of the Local Government Act 1972.

4 APPOINTMENT OF CHIEF EXECUTIVE – TERMS AND CONDITIONS

The Head of Personnel introduced the report (previously circulated) on terms and conditions for the post, including salary. There was detailed debate on the issues raised. The key requirement was to secure the right person for the job, someone who can drive improvements in the Council. It was important to maximise the pool of potential candidates by not setting too many parameters that would restrict competition and by offering an attractive salary in line with market rates.

However, in order to safeguard the Council's interests, there needed to be assurance about the successful candidate's performance and it was agreed a sub group would examine performance related pay mechanisms for recommendation to Full Council. In respect of the ability to communicate through the medium of Welsh being desirable, it should be made clear that the Council would encourage and support the successful candidate to learn Welsh if s/he did not already do so: the Welsh Language Board would be notified of the Council's intentions. Members were clear that it was essential for candidates to have a strong empathy with the Welsh culture and language.

The Panel noted that the existing salary range for the post was below the present market range and that there could be implications for the recruitment process in not addressing this.

Resolved that Council be recommended to approve:-

the job description and the person specification subject to the amendments identified in the meeting,

a revised salary for the post plus performance related pay;

the revised appointment timetable and process.

The meeting concluded at 4.20 p.m.