

**SPECIAL APPOINTMENTS PANEL**

Minutes of the meeting of the Special Appointments Panel held in the Assembly Rooms, Town Hall, Ruthin on Friday, 25 May, 2001 at 1.00 p.m.

**PRESENT**

Councillors D. Jones [Chairman], E.C. Edwards [Vice Chairman], P. Douglas, S. Drew [substitute for M.A. German], D.M. Holder, R.W. Hughes, D.M. Morris, E.A. Owens, A.E. Roberts, W.R. Webb and E.W. Williams.

**ALSO PRESENT**

T. Lewindon [Riley Consulting], County Clerk, Director of Resources and Assistant Personnel Officer.

**APOLOGIES**

Councillors M.Ll. Davies, I.M. German, M.A. German, G.M. Kensler and K.E. Wells.

Councillor E.C. Edwards [Vice Chairman] chaired the meeting as the Chairman had been unavoidably delayed from being present at the commencement of the meeting.

**110. MINUTES**

The Minutes of the Special Appointments Panel held on 17 May, 2001 [previously circulated] were submitted.

***RESOLVED*** that the Minutes of the Special Appointments Panel meeting held on 17 May, 2001 be approved as a correct record and signed by the Chairman.

**111. EXCLUSION OF PRESS AND PUBLIC**

***RESOLVED*** under Section 100A(4) of the Local Government Act 1972 the Press and Public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

**112. JOB DESCRIPTION AND PERSON SPECIFICATION FOR THE POST OF CHIEF EXECUTIVE**

Members discussed various issues related to the Job Description and Person Specification and agreed:

Job Description

- 1 Job Purpose: Add "all" before 'Elected Members ...'
- 2.1 Principal Accountabilities: Add "and interpretation" before 'to Council and Cabinet policies ...'
- 2.3 Principal Accountabilities: Add "and delivered" before 'and that the Council uses Best Value ...'
- 3 Additional Matters - Councillor W R Webb queried whether the new Chief Executive would be required to act as Clerk to the North Wales Fire Authority. The County Clerk said this was included as there was a Service Level Agreement in place between the County Council and the North Wales Fire Authority. Once the term of the Service Level Agreement had ended it would not necessarily be renewed. The additional matters section was redrafted to read:

- (i) Act as Acting Returning Officer for Parliamentary Elections and Referenda.
- (ii) Act as Returning Officer for Town and Community Council Elections.
- (iii) Act as Electoral Registration Officer.
- (iv) Act as Clerk and Monitoring Officer to the North Wales Fire Authority under a Service Level Agreement between the County Council and the North Wales Fire Authority.

5 Contacts - External: Add “and Community” before ‘Organisations’

#### Person Specification

The Consultant detailed the specification and informed Members that the basis of this Draft had been taken from the original specification for the post of Chief Executive.

Members discussed at length whether it was essential or desirable that the post of Chief Executive could communicate in Welsh on appointment, whilst balancing the need to ensure that primary requirement was to appoint the best candidate. Members agreed that empathy with the culture of the Welsh Language was essential to this post.

The County Clerk reminded Members that the linguistic requirements for a Head of Service appointment was Welsh Desirable whilst at Director level the requirement was Welsh Essential. The standard of linguistic skills required at Chief Executive and Director level should be the same.

Members considered it was appropriate that the Chief Executive post required the same level of linguistic skill as is required of Directors.

Tim Lewindon [Rileys] was instructed to advise the Council urgently if it was felt that this approach was seriously restricting the choice of candidates for the post.

***RESOLVED*** that Members agreed, subject to the above, the Job Description and Person Specification for the post of Chief Executive as outlined.

#### **113. AGREEMENT OF SALARY**

The Consultant informed Members that whilst benchmarking suggested a salary band of £80-85,000 the average salary for Chief Executives in Unitary Authorities was £77,000 but flexibility would be required. The Denbighshire scale range was £76,000 - £84,000 [with a pay award pending] to which Chief Officer salaries were geared. The Consultant advised Members that the top of the scale only should be included in the advertisement for the post. The County Clerk suggested that if Members considered the top of the scale should be set at £85,000, it should be clear this was with no further increments.

***RESOLVED*** that Members agreed the top of the Chief Executive salary scale at £85,000 be included in the advertisement.

#### **114. INFORMATION PACK**

The Consultant suggested that Members agree to use the same information pack to prospective applicants for the post of Chief Executive as was used for the recruitment of Directors. The information pack to include a Job Description and Person Specification, an abstract of the Authority's accounts, the Corporate Priorities and a letter from the Leader of the Council regarding the post.

***RESOLVED*** that Members agreed the Information Pack as detailed above be sent to prospective applicants.

**115. ADVERTISING STRATEGY AND BUDGET**

The Consultant detailed various papers in which the Authority could advertise the post of Chief Executive with average costs. He advised Members to advertise a half page in the LGC [Local Government Chronicle] and in the MJ [Municipal Journal]. The Consultants suggested including the advert in the County Council's web site with a direct link to the consultants.

Members discussed the options and agreed to advertise in the LGC and MJ. Members also agreed that a bilingual advertisement be included in both the Daily Post and Western Mail, the advertisement to be included the week after the election date of 7 June, 2001. The total cost for advertising was agreed at £15,000.

Members agreed the advertisements would be placed on 8 June and 14 June, 2001 with a closing date of 29 June, 2001. The advertisement would be placed on Denbighshire's web site by 8 June, 2001.

The Consultant said the advertisement would need the Panel's approval as soon as possible and it was agreed that the advertisement be approved by the Director of Resources in consultation with the Leader.

***RESOLVED*** that Members agreed the advertising of the Chief Executive post as detailed above and that the Director of Resources in consultation with the Leader approve the advertisement for the post of Chief Executive.

**116. DATE OF NEXT MEETING**

Members agreed that the Special Appointments Panel would meet on Tuesday, 17 July, 2001 in the Assembly Rooms, Town Hall, Ruthin to carry out the shortlisting for the post of Chief Executive.

Members agreed that interviews would take place on Monday, 23 and Tuesday, 24 July. Assessments would take place on the Monday and interviews before Full Council on the Tuesday. Venues and other arrangements were to be determined.

***RESOLVED*** that shortlisting, pre-interview and interviews be carried out as detailed above.

The meeting concluded at 3.00 p.m.

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