

**SPECIAL APPOINTMENTS PANEL  
(CORPORATE DIRECTOR: LIFELONG LEARNING)**

Minutes of the Special Appointments Panel meeting (Corporate Director: Lifelong Learning) held in the Cabinet Room, County Hall, Ruthin on Monday 6<sup>th</sup> October at 3.00 p.m.

**PRESENT**

Councillors J Bellis, J Chamberlain Jones, J A Davies, H H Evans, R W Hughes, T R Hughes, M M Jones and D I Smith.

**ALSO PRESENT**

Chief Executive, Interim Corporate Director: Lifelong Learning, Head of Personnel, Legal Services Manager and S Evans (WLGA).

**APOLOGIES**

Apologies for absence were received from Councillor I A Gunning

**1 APPOINTMENT OF CHAIR**

It was proposed and seconded that Councillor H H Evans be appointed Chair.

***RESOLVED*** that Councillor H H Evans be appointed Chair.

**2 URGENT ITEMS**

There were no urgent matters.

**3 APPOINTMENT OF CORPORATE DIRECTOR: LIFELONG LEARNING – RECRUITMENT ARRANGEMENTS**

The Chief Executive 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 all positions Head of Service and above.

Members considered the draft recruitment timetable and proposed that consideration be given to an informal meeting between the candidate(s) and all Members on the morning of 17<sup>th</sup> December. Following Gatenby Sanderson's advice that there be limited advertising of the post in addition to the search activity that they would undertake, Members concluded that advertising costs should not exceed £10k.

The Panel then considered the involvement of stakeholders in the recruitment process and came to the view that not only those persons referred to in the report

should be involved but also the Corporate Director: Social Services, Chair of Lifelong Learning Scrutiny together with school governors, and that the Chair of the Headteachers Federation be invited to attend the final interview process. Members were advised that the Chief Executive, as line manager for this postholder, would be undertaking a one to one interview with the candidate(s) and the Chair, as Leader, would undertake a similar interview accompanied by the Chair of Lifelong Learning Scrutiny.

In respect of longlisting, Members accepted that Gatenby Sanderson 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.

The Chief Executive reiterated that it was essential that final interviews were held before Christmas so that the successful candidate could be in post on 1<sup>st</sup> April 2009.

Members then considered as to whether the final interview should be conducted by the Panel alone, or full Council.

**RESOLVED**, that subject to the amendments outlined above, the final interview to be conducted by the Panel and that 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 CORPORATE DIRECTOR: LIFELONG LEARNING – TERMS AND CONDITIONS**

The Chief Executive 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 education but who did not necessarily have to have direct experience of school improvement work. 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 a probationary period should therefore be mandatory. 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.

The Panel noted that the salary range proposed for the post was outside the range for Corporate Directors and that there could be implications for the Council of this decision.

***Resolved:-***

*to approve the job description, subject to some minor amendments identified in the meeting, and the person specification;*

*to require a probationary period of nine months;*

*to approve the salary for the post as being in the range £85k to £95k.*

The meeting concluded at 5.10 p.m.