

**SPECIAL APPOINTMENTS PANEL
(CHIEF EXECUTIVE)**

Minutes of the Special Appointments Panel meeting (Chief Executive) held in the Cabinet Room, County Hall, Ruthin on 27th March 2009 at 2.00 p.m.

PRESENT

Councillors E W Williams (Chair), J Thompson- Hill, I Gunning, R W Hughes, C M Evans, J Butterfield, M M Jones, P J Marfleet, H H Evans

ALSO PRESENT

Head of Personnel, Personnel Officer (L M Jones), Susan Cordiner for County Clerk, Luke Judd (Gatenby Sanderson)

APOLOGIES

None

PART 1

1 URGENT MATTERS

There were no urgent matters.

2 MINUTES

The minutes of the Special Appointments Panel (Chief Executive) were approved subject to a point of clarification re: timetable for interviews and that the presentations by shortlisted candidates would be made to Full Council.

3 URGENT ITEMS

There were no urgent items

EXCLUSION OF PRESS AND PUBLIC

RESOLVED pursuant to Section 1001(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.

PART II

4 CHIEF EXECUTIVE PRP TASK AND FINISH GROUP

The Head of Personnel presented a report arising from the findings of the PRP Task and Finish Group which is to be presented to Council on 7th April 2009. The report deals with proposals for a Remuneration Panel to address the issue of performance related pay and a panel for CEO Performance Appraisal. It was suggested by Panel that different Members sit on each panel with one member from the Performance Appraisal panel sitting on the Remuneration Panel. The final decision as to who sits on these panels to be taken by Group Leaders.

There was some discussion over constitutional arrangements. The Head of Personnel advised that the County Clerk was of the view that Council can approve the setting up of both panels without first reference to Corporate Governance Committee but that Corporate Governance Committee would need to consider the finer working details of those Panels.

It was further suggested that an effective performance appraisal could only take place once the new Chief Executive has been in post for 6-9 months and this would allow adequate time to resolve constitutional issues.

5 CHIEF EXECUTIVE FINAL INTERVIEW STAGE

Luke Judd of Gatenby Sanderson outlined the recruitment process to date and set out details of the longlisting process to be carried out by Gatenby Sanderson which would lead to a shortlist of candidates to take part in the selection process on 20th, 21st April and 22nd April 2009. Interviews of the longlisted applicants are to take place on 1st and 2nd April 2009 with the shortlist being drawn up on 14th April 2009.

The Panel considered the involvement of stakeholders in the recruitment process and considered that they should be allowed to provide feedback but not participate in the final decision making process.

6 APPOINTMENT OF CHIEF EXECUTIVE – LONGLISTING

Members then considered the nineteen applications received that had been circulated to them. The Council's Consultant explained the nature of his role and how the recruitment had proceeded. The Consultant presented details of the applications/Curriculum Vitae of each candidate, summarising recent career and motivation to apply, relevant skills and experience and a summary and recommendations.

Members considered the merits of each of the nineteen applications circulated.

RESOLVED that candidates 2, 3, 5, 6, 7, 9, 10, 12, 13, 14 and 15 proceed to shortlisting

The meeting concluded at 3.30 p.m.