

**SPECIAL APPOINTMENTS PANEL
(HEAD OF CUSTOMER SERVICES)**

Minutes of the Special Appointments Panel (Head of Customer Services) held in the Cabinet Room, County Hall, Ruthin on Tuesday 3rd November 2009 at 4.30 p.m.

PRESENT

Councillors M LI Davies, H H Evans, S Frobisher, P J Marfleet and P W Owen.

ALSO PRESENT

Chief Executive, Corporate Director: Social Services and Housing, Head of Personnel, Personnel Officer (L. Jones) and County Clerk together with Ian Jeffcott and John Hamilton (Advisors).

457 APPOINTMENT OF CHAIR

RESOLVED that Councillor H H Evans be appointed Chair of the Panel

458 URGENT ITEMS

There were none.

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 and 13 of Part 4 of Schedule 12A of the Local Government Act 1972.

459 APPOINTMENT OF HEAD OF CUSTOMER SERVICES – FINAL SHORTLISTING

The Council's advisors reported that five candidates had attended the Assessment Centre. The advisors gave an overview of the Assessment Centre process and the exercises undertaken. Candidates had completed an on-line personality profile on which the advisors gave them feedback on the day to validate the process. During the course of the day candidates were assessed over a range of factors including a written exercise and interaction with Panel members, Chief Executive and Corporate Director: Social Services and Housing.

The advisors responded to questions that members had regarding the process and the feedback in respect of each candidate. Members deliberated carefully on each candidate and concluded that on merit two should proceed to final interview by the Panel.

RESOLVED that

- (a) *candidates 3 and 4 proceed to final interview by the Panel on 4th November 2009, the Panel to reconvene at 9.45 a.m. with the first candidate being interviewed at 10.00 a.m.*
- (b) *the candidates give a presentation on a topic at final interview and be asked questions to be put by members of the Panel, allocation of such questions to be as determined by the Panel.*

The meeting concluded at 5.40 p.m.
