

DBW/an

10 May 2010

To: Councillors G D Davey, S C Egan, A D Hampton, S Hodges and T C Stenstrom

Dear Councillor

A meeting of the **Appointments Committee** will be held in the **Council Chamber**, 7 Gladstone Road, Barry on **Tuesday, 18 May 2010 at 6.30pm** for the purpose of transacting the business specified below.

Yours faithfully

Derek Wolfe
Executive Officer

AGENDA

1. **Apologies for absence**
2. **To receive declarations of interest under the Council's Code of Conduct.** (Note: Members seeking advice on this item are asked to contact the Monitoring Officer at least 72 hrs before the meeting)
3. **To approve the minutes of the Appointments Committee's meeting held on 22 April 2010**
4. **Terms of Reference**

The minutes of the Committee will be submitted to the Council for information. Please note that members of the Appointments Committee cannot also be members of the Resources Committee and vice versa. However, substitution rights may be exercised by Councillors serving on this Committee.

Under Delegated Powers:-

1. To deal with all administrative aspects of the recruitment and selection process in relation to the appointment of trustees, the recruitment procedure to be carried out in a similar way to that for the appointment of an officer to fill a vacant post within the Council's establishment.
 2. To deal with all administrative aspects of the recruitment and selection process in relation to the appointment of the four most senior Council Officers.
 3. To interview, select and appoint (following written applications) Town Council representatives and Lay representatives to serve as Trustees, Council Trustees ideally including persons with varied professions and skills to support the work of the charity. Lay Trustees ideally including individuals whose complementary professional skills would help to support the future development of the charity.
 4. To interview, select and make appointments to the four most senior posts in the Council's staffing establishment.
5. **Exclusion Of Press And Public**

RECOMMENDED:-

That in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting in view of the confidential nature of the business to be transacted.

6. **Interviews for the Part-Time Fixed – Term Post of HR/Personnel Advisor**

6.50pm Candidate KBD
7.10pm Candidate DE
7.30pm Candidate EAE
7.50pm Candidate FE
8.10pm Candidate CWG

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