

## **BARRY TOWN COUNCIL**

### **MINUTES OF A MEETING OF THE APPOINTMENTS COMMITTEE HELD ON THURSDAY 22 APRIL 2010 COMMENCING AT 7.00PM**

**PRESENT:-** Councillors A D Hampton (Chairperson), G D Davey, H Hamilton (Town Mayor – Substituting for Councillor S C Egan), S A Hodges and T C Stenstrom

**ALSO PRESENT:-** Derek Wolfe – Executive Officer

CAT43. **APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor S C Egan.

CAT44. **DECLARATIONS OF INTEREST**

None were received.

CAT45. **MINUTES OF A MEETING OF THE APPOINTMENTS COMMITTEE HELD ON TUESDAY, 3 NOVEMBER 2009**

**RESOLVED:**

that the minutes of the Appointments Committee's meeting held on Tuesday 3 November 2009 be signed and approved as a correct record.

CAT46. **EXCLUSION OF THE PRESS & PUBLIC**

**RESOLVED:** that in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, the press and public be excluded from the remainder of the meeting.

CAT47. **SHORT-LISTING OF CANDIDATES FOR INTERVIEW**

Councillors gave consideration to a brief confidential report submitted by the Executive Officer, listing the eight candidates who had applied for the post of part time 12 month fixed term Personnel/HR Advisor, and attaching copies of each candidate's detailed applications and supporting statements. Councillors noted that the Executive Officer had also attached a copy of the draft job description for the post and that this information had been made available to prospective applicants. As this was the first occasion on which members of the Appointments Committee had had an opportunity to read the detailed draft, Councillors felt that it would be reasonable for the Committee to amend

the draft if it saw fit, and to reissue any resulting finalised job description to those candidates called for interview.

It was proposed and seconded that the following changes be made:-

- To delete the words “covering all areas of employment advice relating to staff in the Public Sector” from the brief description of the whole job;
- To delete the words “on which the Council, one of its Committees, the Executive Officer or the Deputy Executive Officer require input” from main duty (d);
- To delete the words set out in main duty (f) replacing them with “to give advice on employment issues to the Town Council”;
- To delete the wording set out in main duty (g) replacing it with “to attend Council and Committee meetings”.

**RESOLVED** that:-

1. the draft job description for the post of part time fixed term HR/Personnel Advisor be amended in the ways indicated above, and that the finalised job description be circulated to all candidates short-listed for interview;
2. having given consideration to the detailed applications and supporting statements submitted by each of the eight applicants, candidates B, C, D, E and G be short-listed and invited to attend for interview.

CAT48. **PROCEDURES AND ARRANGEMENTS FOR INTERVIEWING THE SHORT-LISTED CANDIDATES**

Councillors gave consideration to a brief confidential report submitted by the Executive Officer, which in the section headed “Background Information” outlined the procedure used on previous occasions for conducting the interviewing of short-listed candidates, noting that each applicant had been required to provide two references, which could either be taken up prior to interview, or only in respect of the preferred and reserve candidates following interviews.

**RESOLVED:** that the contents of the confidential report provided by the Executive Officer on procedures and arrangements for interviewing the short-listed candidates be accepted.

CAT49. **PREPARATION OF APPROPRIATE QUESTIONS TO BE PUT TO THE SHORT-LISTED CANDIDATES**

Councillors received a brief oral report from the Executive Officer, and each Councillor present was invited to suggest an appropriate question which he/she might be prepared to put to individual interviewees. Five

questions were put forward, and a separate note was taken covering these questions, to be circulated to members of the Appointments Committee with agenda papers for its next meeting.

**RESOLVED:** that the questions suggested by each Councillor serving on the Appointments Committee be approved, for use when interviewing the shortlisted candidates and that a separate note of the agreed questions be circulated to Committee Members with agenda papers for their next meeting.

CAT50. **DATE OF NEXT MEETING**

**RESOLVED:**

that the next meeting of the Appointments Committee, to be convened for the purpose of interviewing the short-listed candidates and completing the selection process, be held on Tuesday 18 May commencing at 6.30pm, except that in view of the significant number of external meetings and other engagements which Councillors were being called upon to fulfil, a reserve date and time be set in respect of the next meeting, namely Monday 17 May commencing at 6.30pm.

The meeting closed at 8.20pm.

Signed ..... Date .....