

DBW/apts

1 July 2010

To: Councillor S C Egan (Chair) plus Councillors G D Davey, A D Hampton, S A 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 **Thursday, 8 July 2010 at 7.00pm** 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. Appointments Committee Terms of Reference (for information as set out below)

APPOINTMENTS COMMITTEE

The minutes of the Committee will be submitted to the Council for information. Substitution rights may be exercised by Councillors serving on this Committee.

By Way of Recommendation to Council

- A. To interview, select and make appointments to the four most senior posts in the Council's staffing establishment.

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 approve and sign the minutes of a meeting of the Appointments Committee held on 22 April 2010 as a correct record (Attached)
5. Draft timetable for the selection and appointment of three Lay Trustees to serve for four years from 1 September 2010 to 31 August 2014 on the Memorial Hall & Theatre Trust and a further Lay Trustee to serve for three years to 31 August 2013.
6. Draft Advertisement seeking Applicants for the Lay Trustee Vacancies (Attached)
7. Draft application Form (Attached)
8. Draft Person Specification for Lay Trustees (Attached)
9. Short-listing and Interviewing Procedures (Attached)
10. Date of next meeting – Tuesday 10 August 2010

Distribution

Agenda front pages to all non-committee members. A full copy of the public agenda papers for this meeting will be available in the Council offices for inspection by non-committee members and members of the public

Agenda front pages also to:- Barry and District News, Glamorgan Gem and Barry Library