

DBW/an

16 June 2009

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

Dear Councillor

APPOINTMENTS COMMITTEE

A meeting of the Appointments Committee will be held in the Council Chamber, 7 Gladstone Road, Barry on **Tuesday, 23 June 2009 7.00 p.m.**, for the purpose of transacting the business specified below.

Yours faithfully

Derek Wolfe
Executive Officer

AGENDA

1. Election of Chair for the 2009/10 municipal year.
2. Apologies for absence
3. 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).
4. Appointments Committee Terms of Reference (for information as set out below)

By Way of Recommendation to Council

- A. To interview and make recommendations to the Council concerning the selection (following written applications) of 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.

- B. To interview and make recommendations to the Council concerning the appointment of the Committee's preferred candidate to one of 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.
5. To approve and sign the minutes of a meeting of the Committee for the Appointment of Trustees held on 30 June 2008 as a correct record (attached)
6. Draft timetable for the selection and appointment of two Lay Trustees to serve for four years from 1 September 2009 to 31 August 2013 on the Memorial Hall & Theatre Trust Management Committee
7. Draft Advertisement seeking Applicants for the Lay Trustee Vacancies (attached)
8. Draft Application Form (Attached)
9. Draft Person Specification for Lay Trustees (Attached)
10. Short-listing and Interviewing Procedures (Attached)
11. Preparation of Questions to be put to all Interviewees (To be circulated separately)
12. Date of next meeting – Tuesday, 4 August 2009

Distribution

Agenda front pages to all non-committee members. A full copy of the 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, South Wales Police and Barry Library (4)