

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE APPOINTMENTS COMMITTEE HELD ON TUESDAY, 23 JUNE 2009 AT 7.00PM

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

ALSO PRESENT:- Derek Wolfe – Executive Officer

CAT10. **ELECTION OF CHAIRPERSON FOR 2009/10**

Councillor Hampton was proposed by Councillor Stenstrom and seconded by Councillor S Hodges for the position of Chairperson.

RESOLVED that Councillor Hampton be elected Chairperson of the Appointments Committee for the municipal year 2009/10.

CAT11. **APOLOGIES FOR ABSENCE**

None.

CAT12. **DECLARATIONS OF INTEREST**

None were received

CAT13. **TERMS OF REFERENCE**

It was noted that the Town Council had altered to the Terms of Reference of the Committee, as well as changing its name from “Committee for the Appointment of Trustees” to “Appointments Committee”. The Terms of Reference had been expanded to accommodate situations where the Committee would be called upon to deal with the recruitment and selection of the 4 most senior Council officers, making recommendations accordingly to the Town Council. Councillor S Hodges expressed concern regarding the recent appointment of a Planning Advisor, questioning whether this had been made by the Executive Officer or by the two Councillors who had accompanied him when interviewing the shortlisted candidates on Thursday 21 May. She added that when she had asked about responsibility for appointing the Planning Advisor at the Town Council’s Annual meeting, the Executive Officer had replied that he had understood he would be responsible for making that appointment.

The Executive Officer commented that although he had understood that he was to be responsible for making the

appointment, this was on the basis that the person being appointed was not going to be a Council officer, but was in effect a subcontractor, adding that the Planning Advisor's appointment was both temporary and part time in nature. However, it had always been his intention that the Chair of the Planning Committee should accompany him in interviewing the various candidates, and this had happened. The Leader of the Council commented that he had been concerned regarding an appointment being made by either a single officer or two people serving on a panel, especially if the two concerned had been unable to agree on a preferred candidate. For this reason, he had asked that a member of the Resources Committee also be invited to serve on the panel to interview and appoint the temporary Planning Advisor. The Executive Officer added that in any event, whether the appointment had been made by himself alone as the Council's head of paid service, or whether it had been made by all those present including Councillor K Lewis, Chair of the Planning Committee and Councillor J Evans a member of the Resources Committee, all of them had independently and separately come to the same conclusion regarding the preferred candidate. In view of this, he considered the matter to be concluded.

Councillor S Hodges stated that she remained dissatisfied regarding the interviewing and appointments process, as well as some of the responses she had been given this evening to her enquiries.

RESOLVED: that the terms of reference for the Appointments Committee as determined by the Town Council at its Annual Meeting on Tuesday 12 May 2009 be received and noted.

CAT14. **MINUTES OF THE COMMITTEE'S LAST MEETING HELD ON 30 JUNE 2008**

RESOLVED: that the minutes of the Committee's last meeting held on 30 June 2008 be approved and signed as a correct record.

CAT15. **DRAFT TIMETABLE FOR THE SELECTION AND APPOINTMENT OF TWO LAY TRUSTEES**

The Committee gave consideration to a report prepared by the Executive Officer, proposing a timetable for the selection and appointment of two Lay Trustees.

RESOLVED: that subject to determining whether or not to advertise in the Barry Gem and the Barry and District News in either one or two editions of each newspaper, the draft timetable be approved.

CAT16.

DRAFT ADVERTISEMENT

The Committee gave consideration to a draft advertisement seeking applicants for the Lay Trustee vacancies, which had been prepared by the Executive Officer based on the advertisement placed in local newspapers in 2006. Comments were received from Councillors, following which the draft advertisement read as follows:-

“Barry Town Council, Custodian Trustee for the Memorial Hall & Theatre, seeks to fill two Lay Trustee vacancies in the membership of the Memorial Hall & Theatre Trust, which is a registered charity. The Council is looking for experienced and enthusiastic individuals who are team players and have an interest in local history, as well as maintaining the Cenotaph and the Hall of Remembrance. A knowledge of the arts, marketing, finance, charity law and fundraising would be an advantage. Trustees are responsible for supporting the management and development of the venue, its character, mission and financial well being.

Applicants must be 18 years of age or over on 1 September 2009. Barry Town Council is an equal opportunities employer. If you believe you meet our requirements and would like to play a part in the Memorial Hall & Theatre’s exciting future, please request an application form and information pack from:-

Derek Wolfe, Executive Officer and Clerk to the Custodian Trustee, Barry Town Council, 7 Gladstone Road, Barry, CF62 8NA or e-mail derekwolfe@barrytowncouncil.gov.uk or telephone 01446 738663 during office hours. The closing date for the receipt of completed applications will be Friday 24 July.”

Councillors also discussed the placing of the advertisement, noting that adverts in both the Barry and District News and Barry Gem in their 2 and 9 July editions would cost £1838 in total. In his report, the Executive Officer pointed out that the Council had no budgetary provision for the recruitment of Lay Trustees, and thus a decision would need to be made to fund the adverts either by drawing down funds from the general reserve or by attempting to locate funds within the Council’s budget by way of a virement from another budgetary heading. Councillors commented that they did not wish to spend almost £2000 on advertising the Lay Trustee posts, and suggested that one advertisement only be placed in the Barry Gem at a cost of £500, and that in addition the Executive Officer be asked to ensure that advertisements were placed online on three websites, namely the Town Council’s, the Memorial Hall & Theatre Trust’s and if possible the Vale of Glamorgan Council’s.

RESOLVED: that the wording of the revised draft advertisement (as set out above) be approved and that the advertisement be placed in the Barry Gem, in either its 2nd/9th July edition. And that the advertisement be placed online on the three websites referred to above.

CAT17. **DRAFT APPLICATION FORM**

The Committee gave detailed consideration to a copy of a draft application form prepared by the Executive Officer, based on the form used in 2006 when the last Lay Trustee appointments had been made. Councillors felt that the section dealing with whether a candidate had or did not have a driving licence, and specifying whether it was full or provisional or other, should be deleted from the form. They felt that the section on education should be replaced with a section referring to candidates levels of attainment so that applicants could state whether they were qualified to GCSE, A Level or Degree Level, as opposed to listing a whole string of qualifications, bearing in mind that these days students often left school with 10 or more GCSE passes. Councillors also felt that the section on further education plus formal training should be deleted, and picked up on a number of typographical errors on page 3.

With regard to the fifth and final page of the application form, Councillors requested that the section beginning “in order for Barry Town Council to consider your application...” be deleted, and that an earlier section be amended to say “Are you under 18 years of age as at 1 September 2009 or disqualified from being a Trustee under Section 72 of the Charities Act 1993?” Finally, Councillors requested that in view of the fact that in some walks of life criminal records bureau (CRB) checks were being extended from September 2009 onwards to cover a broader spectrum of scenarios, some form of words should be included within the application form along the following lines:- “Please be aware that in the event that you are appointed to serve as a Lay Trustee, the Memorial Hall & Theatre Trust may require you to undergo a CRB check, noting that in hosting events and hiring out the various halls available, Trustees may come into contact with children and other vulnerable groups within our society”.

CAT18. **DRAFT PERSON SPECIFICATION FOR LAY TRUSTEES**

Councillors examined a detailed draft Person Specification, closely based on the Specification made use of in 2006. Councillors commented on a number of typographical errors within the document, for which the Executive Officer apologised.

RESOLVED: that, subject to correcting a number of typographical errors in the document, the contents of the draft Person Specification prepared by the Executive Officer and based closely on the document used in 2006 be approved for use in connection with the current recruitment and selection exercise.

CAT19.

SHORT-LISTING AND INTERVIEWING PROCEDURES

Councillors examined a report prepared by the Executive Officer suggesting short-listing and interviewing procedures that might be followed in respect of interviews scheduled to take place on Friday 14 August 2009.

Councillor S Hodges asked whether or not the Committee had power to act, or whether it would need to make a recommendation regarding its preferred candidates to the Town Council. The Executive Officer made reference to the Committee's Terms of Reference discussed earlier in the meeting, pointing out that although the Committee could deal with all administrative aspects of the recruitment and selection process in relation to either the appointment of Trustees or Senior Officer appointments, as far as the appointments themselves were concerned, the Committee was required to interview and make recommendations to the Council regarding the Town Council Representatives and Lay Representatives to serve as Trustees, so that the recommended appointments could be considered by the whole Town Council. Noting that the Council's next meeting after 20 July was not scheduled until Monday 9 November, and noting that a precedent for this had been set by the Appointments Committee in 2003, he suggested that the Committee put forward a recommendation to the Council asking that on this occasion it be given full delegated powers to appoint on grounds of urgency, bearing in mind that the vacancies would arise following the completion of their terms of office by the existing two Lay Trustees on 31 August 2009. Councillors commented that although they were unhappy about the principle of seeking full delegated powers on grounds of urgency, they recognised that this would be necessary on this occasion.

RESOLVED: (1) that the procedure set out in the Executive Officer's report in terms of the format for interviews being held on 14 August be approved;

RECOMMENDED: (2) that the Town Council grant the Appointments Committee full delegated powers in relation to the appointment of two Lay Trustees to serve on the Memorial Hall & Theatre Trust for a four year term of office commencing on 1 September 2009.

CAT20. **PREPARATION OF QUESTIONS TO BE PUT TO ALL INTERVIEWEES**

The Executive Officer advised that although he had intended to circulate separately a list of potential questions to be put to all interviewees, he had unfortunately not had sufficient time to do so. He therefore suggested that he be allowed to prepare a draft list of questions for consideration by the Appointments Committee at its next meeting on 4 August.

RESOLVED: that the Executive Officer be requested to prepare a draft list of questions to be put to all interviewees when they are interviewed at the Committee's meeting on 14 August, for consideration by Councillors at the Committee's meeting on 4 August.

CAT21. **DATE OF NEXT MEETING**

RESOLVED: that the Appointments Committee's next meeting be held on Tuesday 4 August 2009 commencing at 7pm.

The meeting ended at 7.45pm.

Signed

Dated.....
(Chair)