

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE APPOINTMENTS COMMITTEE HELD ON THURSDAY 8 JULY 2010 COMMENCING AT 7.00PM

PRESENT:- Councillor S C Egan (Chairperson), together with Councillors G D Davey, S Hodges and T C Stenstrom

ALSO PRESENT:- Derek Wolfe – Executive Officer

CAT57. **APOLOGIES FOR ABSENCE**

None were received.

CAT58. **DECLARATIONS OF INTEREST**

None were received.

CAT59. **TERMS OF REFERENCE**

RESOLVED: that the Committee's terms of reference as determined by the Town Council at its Annual Meeting on 11 May 2010 be received and noted.

CAT60. **MINUTES OF A MEETING OF THE APPOINTMENTS COMMITTEE HELD ON 22 APRIL 2010**

RESOLVED: that the minutes of the Appointments Committee's meeting held on 22 April 2010 be signed and approved as a correct record.

CAT61. **DRAFT TIMETABLE FOR THE SELECTION AND APPOINTMENT OF LAY TRUSTEES**

RESOLVED: that the contents of the draft timetable for the appointment of four new Lay Trustees onto the Memorial Hall & Theatre Trust Management Committee with effect from 1 September 2010 be approved and implemented.

CAT62. **CONSIDERATION OF DRAFT ADVERTISEMENT**

Councillors gave consideration to a draft advertisement prepared by the Executive Officer in respect of the selection and recruitment process relating to those Lay Trustee posts falling vacant at the end of August.

Councillors felt that in addition to including an appropriate advertisement within appropriate additions of the Barry Gem and Barry & District News, the advertisement should also appear on the Town

Council's website, as well as the Memorial Hall & Theatre Trust's and the Vale of Glamorgan Council's websites also. Councillors S Hodges and T C Stenstrom made a number of suggestions for shortening the contents of the advertisement to appear in the local newspapers, in order to reduce the envisaged costs. However, they stressed that the full version should appear on each of the websites, assuming that in all cases this would be free of charge.

RESOLVED: that the contents of the draft advertisement be approved, subject to the Leader of the Council and the Executive Officer liaising with the objective of agreeing a shortened version for placing in editions of the Barry Gem and the Barry & District News, to reduce costs.

CAT63. **DRAFT APPLICATION FORM**

Councillors gave consideration to a draft application form in respect of the recruitment and selection of four new Lay Trustees with effect from 1 September 2010. They were invited to comment on the contents of the draft prepared by the Executive Officer which was based on that utilised previously.

Councillors commented that in view of the nature of the Lay Trustee appointments, there was no need for questions relating to an applicant having a driving licence to appear within the form. They also felt that the entire section headed "about your employment" should be removed. They felt that the crucial section of the form related to applicants indicating their skills, qualifications and experience and giving reasons for wishing to be appointed as Trustees.

Noting that the application form was based on a similar version used by the Town Council in relation to the recruitment of paid staff, the Chairperson considered that a brief statement should be added at the end of the form saying "this is a voluntary role, not a paid position".

RESOLVED: that the draft application form presented to the Committee be approved, subject to the various amendments referred to above.

CAT64. **DRAFT PERSON SPECIFICATION FOR LAY TRUSTEES**

Councillors examined the contents of a draft person specification for use in connection with the recruitment and selection of new Lay Trustees. The Executive Officer advised that the contents of the specification were unchanged from that used in 2006 and again in 2009. The Chairperson made reference to the contents of a detailed memorandum sent by the Chair of the Memorial Hall & Theatre Trust entitled "Organisational Status and Management". The contents of this document outlined the skills of all serving Trustees on the Memorial Hall & Theatre Trust, highlighting those skills the Trust would be losing

shortly as well as other skills that the Chairperson felt would be of particular value to the Trust as a whole, such as legal skills, PR Marketing and Communications, Hospitality, Personnel and HR, Pensions, Professional Fundraising and Community Arts/Education Skills. It was noted that he had also attached a copy of the Trust's agreed statement of Corporate Governance.

RESOLVED: that the contents of the draft person specification for Lay Trustees be approved, and that the contents of the document emailed to members of the Appointments Committee by the Chair of the Trust be received and noted.

CAT65. **SHORT-LISTING AND INTERVIEWING PROCEDURES**

Councillors examined the contents of a brief report providing some suggested guidance to Committee members regarding the short-listing and interviewing procedures that might be followed. The Executive Officer advised that he intended to submit a further report (regarding possible questions for putting to short-listed candidates) at the Committee's next meeting.

RESOLVED: that the suggested format for interviews planned for 19 August, which closely followed that utilised in 2006 and again in 2009, be approved.

CAT66. **DATE OF NEXT MEETING**

RESOLVED: that the next meeting of the Appointments Committee be held on Tuesday 10 August at 7.00pm.

The meeting ended at 7.25pm.

Signed Date
Chairperson