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**Gwasanaeth Democraidd**  
**Democratic Service**  
Swyddfa'r Cyngor  
CAERNARFON  
Gwynedd  
LL55 1SH

Cyfarfod / Meeting

**PWYLLGOR PENODI PRIF SWYDDOGION**  
**CHIEF OFFICERS APPOINTMENTS COMMITTEE**

Dyddiad ac Amser / Date and Time

**2:00yp DYDD LLUN 7fed o EBRILL 2014**

**2:00pm, MONDAY 7th of APRIL 2014**

Lleoliad / Location

**SIAMBR HYWEL DDA**

**CAERNARFON**

Pwynt Cyswllt / Contact Point

**LOWRI HAF EVANS**

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**PWYLLGOR PENODI PRIF SWYDDOGION**  
**CHIEF OFFICERS APPOINTMENTS COMMITTEE**

Aelodaeth/Membership (15)

**Plaid Cymru (7)**

Y Cynghorwyr/Councillors

Dyfed Edwards      Sian Gwenllïan      Selwyn Griffiths

Peredur Jenkins      Liz Saville Roberts

Dyfrig Siencyn      R.H. Wyn Williams

**Annibynnol/Independent (4)**

Y Cynghorwyr/Councillors

Trefor Edwards      Jean Forsyth

Eric M. Jones      Angela Russell

**Llais Gwynedd (2)**

Y Cynghorwyr/Councillors

Alwyn Gruffydd      Louise Hughes

**Llafur/Labour (1)**

Y Cynghorydd/Councillor

Brian Jones

**Democratiaid Rhyddfrydol/Liberal Democrats (1)**

Y Cynghorydd/Councillor

Stephen Churchman

**Aelod Ex-officio/Ex-officio Member**

Cadeirydd ac Is-gadeirydd y Cyngor  
Chairman and Vice-chairman of the Council

# **AGENDA**

## **1. WELCOME**

## **2. APOLOGIES**

To receive any apologies for absence.

## **3. DECLARATION OF PERSONAL INTEREST**

To receive any declaration of personal interest.

## **4. URGENT ITEMS**

To note any items that is a matter of urgency in the view of the Chairman for consideration.

## **5. MINUTES**

The Chairman shall propose that the minutes of the meetings of this committee held on 26.3.2014 and 12.3.2014 be signed as a true record (copy herewith – white paper)

## **6. EXCLUSION OF PRESS AND PUBLIC**

The Chairman shall propose that the press and public be excluded from the meeting during the discussion on the following item due to the likely disclosure of exempt information as defined in paragraph 12, Part 4, Schedule 12A of the Local Government Act 1972. This paragraph should apply because the report contains information regarding individuals and the individuals in question are entitled to privacy and there is no overriding public interest that requires the disclosure of personal information relating to those individuals, nor their identities. Consequently the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

## **7. DRAW UP SHORT LIST FOR APPOINTING CHIEF EXECUTIVE**

Information pack enclosed  
Application forms to follow

To consider applications by applicants

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## CHIEF OFFICERS APPOINTMENTS COMMITTEE, 26.02.14

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**Present:** Councillor Peredur Jenkins (Chairman)

Councillors Stephen Churchman, Trevor Edwards, Jean Forsyth, Selwyn Griffiths, Alwyn Gruffydd, Louise Hughes, Eric M. Jones, Brian Jones, Liz Saville Roberts, Angela Russell, R.H. Wyn Williams.

**Also Present:** Harry Thomas (Chief Executive), Alwyn Evans-Jones (Head of Human Resources Department), Geraint Owen (Senior Manager – Human Resources), Iwan Evans (Legal and Executive Service Manager), Dafydd Edwards (Head of Finance Department) and Lowri Haf Evans (Member Support and Scrutiny Officer).

**1. WELCOME**

The Chairman welcomed everyone to the meeting.

**2. APOLOGIES**

Apologies were received from Councillors Dyfed Edwards, Sian Gwenllian and Dyfrig Siencyn.

**3. DECLARATION OF PERSONAL INTEREST**

None to note

**4. URGENT ITEMS**

None to note

**5. MINUTES**

The Chairman signed the minutes of the previous meeting of this committee, held on 2 December 2013, as a true record.

**6. HEAD OF ADULTS, HEALTH AND WELL-BEING DEPARTMENT**

A verbal report was submitted by the Chief Executive highlighting the challenge that faced the Council to appoint a Head of Adults, Health and Well-being Department. A choice was highlighted of either appointing an Interim Head of Department, a Head of Department on a Secondment or to re-advertise. It was resolved that the best method of addressing the risk was to offer a two year secondment. The opinions of Elected Members, Leaders, Cabinet Members, the Chairman and some members of the Appointments Committee were received – some concerns were expressed but no better resolution was available. It was noted that the successful applicant was an experienced Head of Service. The post would commence on 1.4.2014.

Dissatisfaction was highlighted by some Members that the Appointments Committee had not been part of the process – this undermined the order of

Democracy. Although the decision would have been similar, the steps taken to appoint were unacceptable.

The Chief Executive reiterated that he had followed the guidelines of the Constitution – the service was faced with a critical period, therefore, he had a duty to act quickly. The Chief Executive confirmed that a challenging and thorough discussion had taken place and as part of the process, the applicant had been interviewed by an external expert.

The Council had to move forward by making quicker decisions in future.

It was confirmed that the appointment was for a secondment period of two years – the post would be re-assessed at the end of the period. The post of the Head of Customer Care Department would be deleted from the Council's Senior Managers Structure – this had been clearly stated in the appointment terms. Proposed structure in place.

**The report was accepted.**

## **7. PAY POLICY REPORT – ANNUAL REVIEW**

The Pay Policy Report was submitted to Members by the Chief Executive. There was a legal obligation on all councils in Wales to adopt a Pay Policy for their staff. The statutory provision required that this should be a function of the Full Council.

The Appointments Committee was asked to advise the Council on its Pay Policy for 2014/15. The Pay Policy would be considered by the Full Council on March 6.

- i) **Low Pay**  
Specific attention was drawn to the sustainability of pay for the lowest paid staff. As the Head of the Council's Paid Service, the Chief Executive reiterated that the only change he was recommending to the Council's Pay Policy for 2014/15 was in relation to low pay. It was recommended to increase the pay of the Council's lowest paid staff by deleting the two lowest pay scales from the Council pay structure.

The report was welcomed. It was highlighted that Gwynedd was an area that had a low salary level, therefore, the recommendations were to be welcomed.

**The recommendation to delete the two lowest pay points from the Council pay structure was accepted.**

*The Head of Finance Department left the meeting so that the Committee could hold a discussion on the salaries of Chief Officers.*

- ii) **Chief Officers' Salaries**

There was no recommendation to make any changes to the Council's Chief Officers' Salaries.

In response to a question, the Chief Executive noted that Gwynedd salaries, compared with neighbouring Counties, were competitive on a Head of Service level, but less competitive on a Directors' level.

*The Chief Executive left the meeting so that the Committee could hold a discussion on the salary of the Chief Executive.*

iii) Salary of the Chief Executive

The Head of Human Resources Department reported that the salary scale was being included in the Pay Policy for the first time this year.

**The information was received.**

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In response to the Chief Executive's application for early retirement, a meeting timetable in order to appoint a successor was set:

March 12, 2014	to discuss proposed arrangements
April 7, 2014	to draw up a short list
April 29, 2014	to appoint

The Appointments Committee was very grateful to the Chief Executive for all his work over the years.

The meeting commenced at 2:00pm and concluded at 3:00pm.

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## CHIEF OFFICERS APPOINTMENTS COMMITTEE, 12.03.14

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**Present:** Councillor Peredur Jenkins (Chairman)  
Councillor Alwyn Gruffydd (Vice-chairman)

Councillors Stephen Churchman, Dyfrig Siencyn, Trevor Edwards, Selwyn Griffiths, Louise Hughes, Eric M. Jones, Brian Jones, Angela Russell, R.H. Wyn Williams

**Also Present:** Alwyn Evans-Jones (Head of Human Resources Department), Geraint Owen (Senior Manager – Human Resources), Dilys Phillips (Head of Democracy and Legal Department) and Lowri Haf Evans (Member Support and Scrutiny Officer).

**1. WELCOME**

The Chairman welcomed everyone to the meeting.

**2. APOLOGIES**

Apologies were received from Councillors Dyfed Edwards, Jean Forsyth, Sian Gwenllian and Liz Saville Roberts.

**3. DECLARATION OF PERSONAL INTEREST**

None to note

**4. URGENT ITEMS**

None to note

**5. PROPOSED ARRANGEMENTS FOR THE APPOINTMENT OF A CHIEF EXECUTIVE**

An oral report was given by the Head of Human Resources Department noting the need to formalise the arrangements for appointing a Chief Executive.  
A procedure was recommended for the committee to consider:

1. Key dates in the process

Closing date for receiving applications	31.3.2014
Drawing up a short list	07.4.2014
Assessment Centre	15.4.2014
Final Interview	29.4.2014
Presentation to the Council	01.5.2014

The procedure was accepted.

2. Interview questions

Seven potential interview questions were circulated. The content of the questions was discussed.

The candidates would be given the questions one hour prior to the interview. Supplementary questions would also be received during the interview.



## **RESOLVED**

### **The Human Resources Department to choose four interview questions.**

#### 3. Topic for the candidates' presentation.

A possible topic was circulated.

It was decided that the presentation should be no longer than fifteen minutes. It was proposed that the clause 'in Gwynedd' should be moved to the end of the sentence. Agreed.

#### 4. Presentation to the Full Council 1.5.2014

##### a) Appointments Committee to refer and recommend one applicant to the Full Council on 1.5.14.

The Full Council would have the final decision.

It was recommended that the candidate would give the same presentation as given in the interview to the Full Council.

The recommendation was accepted.

##### b) Questions to the Candidate following the presentation.

Members were invited to make observations.

A discussion ensued regarding the best procedure to adopt in terms of receiving questions after the presentation. Some had strong feelings that they should have the option of asking questions arising from the presentation and that this would be a good opportunity to see the successful candidate's ability to respond. However, some felt that there was no need for a question and answer session.

##### i) A proposal was made not to ask questions.

A vote was taken on the proposal.

The Chairman reported that the proposal had fallen.

Adopting a procedure for a question and answer session.

A member was of the opinion that the Chairman of the Appointments Committee should lead the discussion on this particular item in the Council.

In response, the Monitoring Officer noted that it was the Council Chairman's duty to guide the questioning.

Observations were made in relation to limiting the time for the question and answer session; limiting the number of questions; that each party should be entitled to ask a question and that all members of the Council should have an opportunity to ask a question.

##### ii) A proposal to re-discuss the decision to ask questions as there was no clear resolution on the matter was made.

A vote was taken to put the standing orders aside.

The Chairman reported that the standing orders had been put aside.

##### iii) A second proposal was made not to ask questions.

A vote was taken on the proposal.

The Chairman reported that the proposal had fallen.

- iv) A proposal was made to have a limited period of 10 minutes for questions from the floor.  
A vote was taken on the proposal.  
The Chairman reported that the proposal had passed.

**RESOLVED:**

**To hold a question and answer session for a period of 10 minutes with questions from the floor under the guidance of the Council Chairman.**

- c) The timing of the item on Appointing a Chief Executive on the Council Agenda 1.5.2014.  
It was agreed that the item on Appointing a Chief Executive should appear after the standard items.

- 5. Arrangements for the meeting to draw up a short list on 7.4.2014.

The Head of Human Resources Department reported that a pack with the job description and applications would be distributed by hand to Members of the Appointments Committee one week in advance. Members were reminded that they would be receiving the applications as exempt items.

The meeting commenced at 11.30am and concluded at 12.40pm.