



**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 IAU 26ain o FAWRTH 2015**

**2:00pm, THURSDAY 26<sup>th</sup> of MARCH 2015**

Lleoliad / Location

**SIAMBR HYWEL DDA**  
**SWYDDFEYDD Y CYNGOR/COUNCIL OFFICES,**  
**CAERNARFON**

Pwynt Cyswllt / Contact Point

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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      Jason Humphreys

**Llafur/Labour (1)**

Y Cyngorydd/Councillor

Brian Jones

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

Y Cyngorydd/Councillor

Stephen Churchman

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

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

# RHAGLEN

## 1. CROESO AC YMDDIHEURIADAU

Derbyn unrhyw ymddiheuriadau am absenoldeb.

## 2. DATGAN BUDDIANT PERSONOL

Derbyn unrhyw ddatganiad o fuddiant personol.

## 3. MATERION BRYD

Nodi unrhyw eitemau sy'n fater brys ym marn y Cadeirydd fel y gellir eu hystyried.

## 4. COFNODION

Bydd y Cadeirydd yn cynnig y dylid llofnodi cofnodion cyfarfod o'r pwyllgor hwn a gynhaliwyd ar 24ain o Chwefror a'r 6ed o Fawrth 2015, fel rhai cywir.

**(copi yma – papur gwyn)**

## 5. CAU ALLAN Y WASG A'R CYHOEDD

Bydd y Cadeirydd yn cynnig y dylid cau'r wasg a'r cyhoedd allan o'r cyfarfod yn ystod y drafodaeth ar yr eitem ganlynol gan ei fod yn debygol y datgelir gwybodaeth eithriedig fel y'i diffinnir ym mharagraff 12, Rhan 4, Atodiad 12A, Deddf Llywodraeth Leol 1972. Mae'r paragraff yma'n berthnasol oherwydd bod yr adroddiad yn cynnwys gwybodaeth yn ymwneud ag unigolion penodol a bod gan yr unigolion hynny hawl i breifatrwydd. Nid oes unrhyw fudd cyhoeddus sy'n galw am ddatgelu gwybodaeth personol am yr unigolion nac yn gofyn am eu hadnabod. O ganlyniad mae'r budd cyhoeddus yn disgyn o blaid cadw'r wybodaeth yn eithriedig ac yn gorbwyso unrhyw fudd cyhoeddus o'i ddatgelu

## 6. CYFWELD YMGEISWYR AR GYFER PENODI PENNAETH CEFNOGAETH CORFFORAETHOL A DATBLYGU'R SEFYDLIAD,

I gyfweld ymgeiswyr ar gyfer y swydd.

# **AGENDA**

## **1. WELCOME AND APOLOGIES**

To receive any apologies for absence.

## **2. DECLARATION OF PERSONAL INTEREST**

To receive any declaration of personal interest.

## **3. URGENT ITEMS**

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

## **4. MINUTES**

The Chairman shall propose that the minutes of the meetings of this committee held on 24th of February 2015 and 6th of March 2015, be signed as a true record

**(copy herewith – white paper)**

## **5. 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.

## **6. INTERVIEW CANDIDATES FOR HEAD OF CORPORATE SUPPORT AND ORGANISATIONAL DEVELOPMENT**

To interview applicants for the post

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## CHIEF OFFICERS' APPOINTMENT COMMITTEE, 24.02.15

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

Councillors Stephen Churchman, Dyfed Edwards, Trevor Edwards, Jean Forsyth, Selwyn Griffiths, Alwyn Gruffydd, Sian Gwenllian, Jason Humphreys, Brian Jones, Eric M. Jones, Angela Russell, Dyfrig Siencyn and R.H. Wyn Williams.

**Also in attendance:** Dilwyn Williams (Chief Executive), Iwan Evans (Legal Service Manager), Rhun ap Gareth (Senior Solicitor) and Lowri Haf Evans (Member Support and Scrutiny).

**1. Apologies**

An apology was received from Councillor Liz Saville Roberts.

**2. DECLARATION OF PERSONAL INTEREST**

The following members declared a personal interest for the reasons noted:

Dilwyn Williams in item 6. He noted that it was not proposed to discuss the salary of the Chief Executive but as his salary was noted in the Pay Policy, should there be any discussion on that matter, then he would have to withdraw from the meeting.

Iwan Evans (Legal Service Manager), in item 6 on the agenda as his post was considered a chief officer's post and, therefore, the subject of the Pay Policy.

**4. URGENT ITEMS**

None to note

**5. MINUTES**

The Chairman signed the minutes of the previous meeting of this committee, held on 16 October 2014, as a true record.

**6. PAY POLICY REPORT – ANNUAL REVIEW**

The Pay Policy Report was submitted to Members by the Chief Executive. It was explained that 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 Appointment Committee was requested to advise the Council on its Pay Policy for 2015/16. The Pay Policy would be considered by the Full Council on March 5.

The Legal Service Manager withdrew from the meeting for the discussion on Chief Officers' Salary.

In his presentation, the Chief Executive highlighted the main recommendations that had to be considered.

- i) The effects of restructuring services that had happened in 2014/15.  
It was reported that the post of Head of Customer Care, the post of Head of Legal Services and one Corporate Director's post had been deleted from the structure with a further intention of merging the post of Head of Human Resources Department with the post of Head of Strategic and Improvement Department by deleting two posts and creating one new post of Head of Department. It was reported that all these steps had saved over £700,000 in a full year, but to achieve these savings there was a need to allocate several responsibilities to the other Heads of Department.
- ii) Evaluation of the effects of restructuring.  
In a report commissioned by the Hay Group, it appeared that only the post of Head of Finance Department justified a rise to a higher salary band as a result of reallocation of responsibilities. It was noted that there was no change to the salary bands of other posts of Heads of Departments affected by the restructuring.
- iii) In terms of the Chief Officers' salaries that were benchmarked against the market, an observation was made that the Council had decided to consider updating in 2015/16. The Hay Group had suggested in their report that the benchmarks had increased £1,500 for the posts of Heads of Department. However, in the face of the financial climate, it was highlighted that it was not timely to review these benchmarks and consequently there would be no change to the general Pay Policy for next year in terms of the benchmark levels, i.e. median level and lower quartile for the same posts.
- iv) Attention was drawn to the national annual increase of 2% paid to the remainder of Council staff in accordance with their national agreement. The need was highlighted to recommend to the Council that the national salary increase for Chief Officers would be implemented from 1 January 2015.
- v) One further change to the Pay Policy would be to note that point 8 would become the Council's minimum wage point, rather than point 7 - this would be a step towards implementing a Living Wage.

The Chief Executive was thanked for the presentation.

In response to a question regarding a request to consider the Appointment Committee's function in having an input in deciding on amendments to the structure, the Chief Executive expressed that although the constitution stated that it was his right and duty as the Head of the Council's Paid Service to make the final decision, there was a risk that it would affect the Cabinet's ability to act and therefore for this reason he had consulted with the Cabinet (19.2.15) and it had accepted that risk.

In further response to the next steps in ensuring a Living Wage, it was noted that work had been commissioned to review the appropriate steps with the intention of submitting a report, when it had been completed, to the Cabinet or to the Appointment Committee. In terms of benchmarking

Principal Officers' salaries, it was reported that it was intended to keep an eye on the benchmarks and to review the situation on an annual basis.

It was highlighted that there was a need to develop a recruitment procedure across the Council. It appeared that there was a need to foster talent and to build on the strengths of individuals so that the Council would not face difficult situations in the future. Care had to be taken not to cut too much in a difficult period and that clear guidance was shared with Heads and Chief Officers during a period of changing functions. It was noted also that perhaps the current pay system for staff was not necessarily appropriate for disseminating the principles of the Gwynedd Way and, therefore, the system would have to be reviewed in due course to ensure an appropriate pay system.

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

The Senior Solicitor reported that the salary scale was included in the Pay Policy and it would be reviewed annually.

**THE REPORT WAS ACCEPTED UNANIMOUSLY IN ACCORDANCE WITH THE RECOMMENDATIONS BELOW.**

- **The salary of the Head of Finance Department that has been recently evaluated, must be set at £75,511 from 1 January 2015.**
- **There is no change to the salary bands of other posts of Heads of Departments affected by the restructuring.**
- **That there is no change to the overall Pay Policy for next year in terms of the benchmark levels i.e. median and lower quartile for the same posts.**
- **The next consideration will be re-grading real pay to benchmark levels when reviewing the 2016/17 Pay Policy and annually thereafter.**
- **That the Pay Policy is adapted to note that point 8 will be the Council's lowest salary, rather than point 7.**
- **That the Council adopts the attached Pay Policy for 2015/16 including the national pay increase of 2% for Chief Officers which will be implemented from 1 January 2015.**

The meeting commenced at 3.30pm and concluded at 4.40pm.

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## CHIEF OFFICERS' APPOINTMENT COMMITTEE, 06.03.15

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

Councillors Stephen Churchman, Trevor Edwards, Jean Forsyth, Alwyn Gruffydd, Brian Jones, Eric M. Jones, Liz Saville Roberts, and Angela Russell

**Also in attendance:** Dilwyn O Williams (Chief Executive), Sian Bebb (Human Resources Advisor) and Lowri Haf Evans (Members' Support and Scrutiny Officer).

### 1. WELCOME AND APOLOGIES

The Chairman welcomed everyone to the meeting.  
Apologies had been received from Councillors Dyfed Edwards, Selwyn Griffith, Sian Gwenllian, Jason Humphreys, Dyfrig Siencyn and R.H. Wyn Williams

### 2. DECLARATION OF PERSONAL INTEREST

None to note

### 3. URGENT ITEMS

None to note

### 4. EXCLUSION OF PRESS AND PUBLIC

**RESOLVED** to exclude the press and public from the meeting during the discussion on the following item because of the likely disclosure of exempt information as defined in paragraph 12, Part 4, Schedule 12A of the Local Government Act 1972. This paragraph applies because the report contains information relating to specific individuals and those individuals have a right to privacy. There is no public interest that calls for disclosing personal information about the individuals or for them to be identified. Consequently, the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

### 5. SHORTLIST FOR THE APPOINTMENT OF HEAD OF CORPORATE SUPPORT AND ORGANISATIONAL DEVELOPMENT

The Chief Executive reported that three applications had been received for the post that had been advertised internally. In response to a question regarding the need to hold an assessment centre considering that all three candidates were worthy of being shortlisted, the Chief Executive noted that holding an assessment centre was central to the process of appointing Heads of Department in order to ensure quality and to receive an independent opinion.

#### **RESOLVED**

**To include three candidates on the shortlist.**



(Councillor Trevor Edwards made a request to note that he did not support the inclusion of three candidates on the shortlist)

Members were reminded that the interviews would be held on 26 March 2015.

### **INTERVIEW QUESTIONS**

Five questions and a presentation topic for the interview were circulated. The content of the questions was discussed, and an addition to question 1 was suggested.

### **RESOLVED**

**The Human Resources Department to amend question one in accordance with the recommendation**

The meeting commenced at 2.00pm and concluded at 2.45pm.