

---

## CHIEF OFFICERS APPOINTMENTS COMMITTEE, 12.03.14

---

**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.