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## AGENDA

**Committee** APPOINTMENTS COMMITTEE - RECRUITMENT OF GLAMORGAN ARCHIVIST

**Date and Time of Meeting** TUESDAY, 3 DECEMBER 2019, 2.00 PM

**Venue** GLAMORGAN ARCHIVES

**Membership** Councillor John (Chairperson)  
Councillors Burnett, Colbran, Cowan and Robson

**1 Apologies for absence**

**2 Declarations of Interest**

To receive declarations of interest.

**3 Terms of Reference**

To discharge the functions of the authority in respect of the appointment and dismissal of Chief Officers and Deputy Chief Officers (as defined in the Local Authorities (Standing Orders) (Wales) Regulations 2006) and the statutory Head of Democratic Services, in accordance with the Employment Procedure Rules and any other relevant Council policies and procedures.

**4 Minutes (Pages 3 - 4)**

To approve as a correct record the minutes of this Committee held 26 November 2019.

**5 Exclusion of the Public**

**Information included in the following items is not for publication by virtue of paragraphs 12 and 13 of Part 4 of Schedule 12A of the Local Government Act 1972.**

**6 Appointment of Glamorgan Archivist (Pages 5 - 70)**

To interview candidate/s and conclude the process for the appointment to the post of Glamorgan Archivist.

By receiving this Agenda Pack electronically you have saved the Authority approx. £1.99 in printing costs

This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg

**Davina Fiore**

**Director Governance & Legal Services**

Date: Wednesday, 27 November 2019

Contact: Andrea Redmond,

029 2087 2434, A.Redmond@cardiff.gov.uk

APPOINTMENTS COMMITTEE - RECRUITMENT OF GLAMORGAN ARCHIVIST

26 NOVEMBER 2019

Present: Councillor John(Chairperson)  
Councillors Burnett, Colbran, Cowan and Robson

7 : APOLOGIES FOR ABSENCE

There were no apologies.

8 : DECLARATIONS OF INTEREST

There were no declarations made.

9 : RATIFY DECISION OF LONGLISTING

RESOLVED – That

The Longlisting decision be ratified.

10 : TERMS OF REFERENCE

The Terms of Reference were notes as follows:

To discharge the functions of the authority in respect of the appointment and dismissal of Chief Officers and Deputy Chief Officers (as defined in the Local Authorities (Standing Orders) (Wales) Regulations 2006) and the statutory Head of Democratic Services, in accordance with the Employment Procedure Rules and any other relevant Council policies and procedures.

11 : EXCLUSION OF THE PUBLIC

RESOLVED – That

The public be excluded during the discussion on the following item of business on the grounds that, if members of the public were present during the discussion, because of the nature of the business to be transacted there would be disclosure to them of the except information as defined in Part 4 of Schedule 12A of the Local Government Act 1972 and as described:

Paragraph 12 – Information relating to an applicant to become an employee of the Authority

Paragraph 13 – Information which as likely to reveal the identity of an individual.

12 : APPOINTMENT OF GLAMORGAN ARCHIVIST

The Appointment Committee for the post of Glamorgan Archivist was convened to consider the findings from the Assessment Centre. The Committee considered that the candidate should be put forward for formal interview.

The Committee considered the presentation topic options and set questions for the interview process.

RESOLVED – That

The Candidate be invited for interview.

13 : DATE OF NEXT MEETING

The date of the next meeting is Tuesday 3 December 2019 at 2.00 at Glamorgan Archives.

The meeting terminated at 2.30

By virtue of paragraph(s) 12, 13, 21 of Part(s) 4 and 5 of Schedule 12A of the Local Government Act 1972.

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