

APPOINTMENT COMMITTEE - ASSISTANT DIRECTOR, EDUCATION & LIFELONG LEARNING

25 MARCH 2019

Present: Councillor Merry (Chairperson)  
Councillors Boyle, Hinchey, Lister and Williams

Also: Amanda Pigny (Psychonnaissance)

8 : APOLOGIES

There were no apologies.

9 : DECLARATION OF INTERESTS

There were no declarations of interest in accordance with the Members Code of Conduct.

10 : TERMS OF REFERENCE

The Terms of Reference were noted 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 other relevant Council policies and procedures”*

11 : MINUTES

The minutes of the 19<sup>th</sup> February 2019 were approved as a correct record.

12 : 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 below:-

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

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

13 : APPOINTMENT OF ASSISTANT DIRECTOR, EDUCATION AND LIFELONG LEARNING

The Appointment Committee for the post of Assistant Director, Education and Lifelong Learning was reconvened to receive and consider the findings from the

Assessment Centre. The Committee was advised that Candidates 8 and 20 had withdrawn prior to the Assessment Process. The Committee had three candidate reports to review.

The Committee in making its decision took account of each candidate's original application, how each candidate scored against the competencies required for the role, the written assessment on each of the tasks which addressed the candidates strength's and skills. The Committee considered that two candidates should be put forward for formal interview.

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

RESOLVED – That

1. Candidates 21 and 22 be invited for interview;
  2. the candidates be advised of the presentation topic and that a maximum of 10 minutes be allocated for the presentation;
  3. the selected questions be finalised for the interview Committee.
- 14 : DATE OF NEXT MEETING - FRIDAY 5 APRIL 2019 AT 9.30AM

*The meeting terminated at 1.30 pm*