

## PERSONNEL COMMITTEE

3 April 2019

Present: Councillor M James (Chair)  
Councillor Mrs D Clements, Dr R Heath-Davies, Mrs J James,  
Councillor PJ Morgan, Councillor S Yelland and Mr A Archer  
(substituting for Mrs G Hayward).

Councillor R Owens was also present, as authorised by the National Park Authority at its meeting held on 20 March 2019.

(NPA Offices, Llanion Park, Pembroke Dock: 1.30pm – 2.30pm)

### 1. Apologies

Apologies for absence were received from Councillor M Evans, Mrs G Hayward and Councillor A Wilcox.

### 2. Disclosures of interest

No disclosures of interest were made.

### 3. Minutes

The minutes of the meeting held on 28 March 2018 were presented for confirmation and signature.

It was **RESOLVED** that the minutes of the meeting held on the 28 March 2018 be confirmed and signed.

### 4. Minutes of the meeting of the Employee Forum

The minutes of the meeting of the Employee Forum held on 03 October 2018 were presented for consideration.

It was **RESOLVED** that the minutes of the meeting held on 03 October 2018 be adopted.

### 5. Appointment of Director of Park Direction and Planning

The Chief Executive confirmed that the meeting had been scheduled in order for Members to consider the filling of the post of Director of Park Direction and Planning when the current postholder leaves the Authority in July 2019. The Chief Executive provided Members with a Power Point presentation highlighting the main requirements, which would be incorporated in a 'job pack' for potential candidates.

Members hoped that the package would be able to attract a wide range of candidates nationally, and stated that a planning background with Royal Town and Planning Institute membership or similar professional qualification was considered to be essential.



The salary scale was noted to be on a par with other Welsh National Park Authorities and was agreed upon.

With regards Skills, Members believed it was important that the candidates had the ability to present at external meetings, deliver targets, had experience of regulation, the ability to manage and motivate staff and a commitment to social inclusion and equality. Members also requested that there should be a mention of expectations within the Senior Management Role. The Chief Executive agreed that this would be added in.

With regard to the Welsh language, the overall feeling of the Committee was that the ability to speak Welsh was highly desirable.

A potential timetable was then agreed:

- i. Job packs to be finalised at the next Personnel meeting on 10 April 2019.
- ii. Advertisement to be published on 15 April 2019, with a closing date of 09 May 2019.
- iii. Shortlisting Meeting to be held on 15 May 2019.
- iv. Interviews to be held on 03/04 June 2019.

It was agreed that the Chief Executive would bring a longlist to Members to enable them to shortlist the candidates.

It was **RESOLVED**:

- (a) that the post of Director of Park Direction and Planning be filled, and
- (b) that the above-mentioned timetable be agreed.

## **7. Appointment of Monitoring Officer**

The Chief Executive informed Members that the current Monitoring Officer had resigned and would be leaving the Authority at the end of May 2019. In order to fill his post, there were three options available:

- a) Buy Services from a similar organisation such as Pembrokeshire County Council or Brecon Beacons National Park Authority;
- b) Buy Services from a commercial company eg. Solicitors or similar, or
- c) Advertise the post.

A discussion ensued, whereby Members agreed that neighbouring authorities should be approached in the first instance and, if this proved unsuccessful, the post should be advertised.

The Chief Executive reminded the Committee that the National Park Authority, at its meeting held on 29 November 2017, had agreed to Mrs



Janet Evans, Administration and Democratic Services Manager, being appointed Deputy Monitoring Officer for a trial period of 12 months. He had since made the post permanent and a report to that effect would be presented to the next meeting of the Authority for Members' confirmation.

It was **RESOLVED** that the Chief Executive be authorised to progress the filling of the post of Monitoring Officer as agreed at the meeting.

