

# Minutes



## Interim Chief Executive Selection Process

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Date: 1<sup>st</sup> October 2019

Time: 10.30am

Present: Leader, Cllr G. Giles, Cllr R. Jeavons, Cllr J. Mudd, Cllr D. Williams, Cllr J. Cleverly, Cllr C. Townsend

In Attendance: Chris Llewellyn, WLGA; Rachael Davies, HR&OD Manager

Apologies: None

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### Part 1

#### 1 Apologies for Absence

Noted above.

#### 2 Minutes

No previous minutes.

#### 3 Declarations of Interest

No declarations were received.

#### 4 Presentation from Chris Llewellyn regarding shortlisting process

Chris Llewellyn provided the panel with information relating to the shortlisting process undertaken by WLGA for the appointment to the Interim Chief Executive and recommended that Sheila Davies be interviewed.

##### **Agreed:**

The panel acknowledged the information provided and agreed to interview Sheila Davies.

#### 5 Interview with Sheila Davies followed by guidance from Chris Llewellyn

Panel members agreed the questions and order, with each panel member being involved in the questioning process.

Sheila Davies was interviewed by all members of the panel. Chris Llewellyn provided further guidance to the panel following the interview in support of the decision to appoint.

##### **Agreed:**

To appoint Sheila Davies to the role of Interim Chief Executive for a period of 6 months (with the option to extend to 12 months) on the third point of the Chief Executive salary scale. Ms Davies will be employed under a contract of employment for 37 hours per week to be worked on a condensed week basis. Any extension to the 6-month contract will be a decision for the Leader, Deputy Leader and Leader of the Opposition as per Council's decision on 10<sup>th</sup> September 2019 (report [here](#)).