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AGENDA

Committee APPOINTMENT COMMITTEE- CORPORAET DIRECTOR – PEOPLE & COMMUNITIES

Date and Time of Meeting TUESDAY, 6 FEBRUARY 2018, 12.45 PM

Venue LEADER'S CONFERENCE ROOM, LEVEL 5, COUNTY HALL, ATLANTIC WHARF, CARDIFF

Membership Councillor Huw Thomas (Chair)
Councillors Bridgeman, Carter, McKerlich and Lynda Thorne.

1 Apologies (if any)

2 Declarations of Interest

To receive declarations of interest (such declarations to be made in accordance with the Members Code of Conduct).

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 other relevant Council policies and procedures.

4 Minutes (Pages 1 - 2)

To approve the minutes of the Appointment Committee 29 January 2018.

5 Exclusion of the Public

Information included in the following item is not for publication by virtue of paragraphs 12 and 13 of Part 4 of Schedule 12A of the Local Government Act 1972.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 Corporate Director - People and Communities (Pages 3 - 82)

To interview candidates and conclude the process for the appointment to the post Corporate Director – People and Communities.

7 Dismissal (if required)

To consider any consequential dismissal if required from this process.

Davina Fiore

Director Governance & Legal Services

Date: Wednesday, 31 January 2018

Contact: Gill Nurton, 029 2087 2432, g.nurton@cardiff.gov.uk

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

APPOINTMENT COMMITTEE

29 JANUARY 2018

Present: Councillor Huw Thomas (Chairperson);
Councillors Bridgeman, McKerlich and Lynda Thorne

Also: Nick Clark, External Lead Assessor; Paul Orders, Christine Salter and Philip Lenz.

9 : APOLOGIES

An apology was received from Councillor Carter who had an urgent, unexpected family commitment.

10 : DECLARATIONS OF INTEREST

There were no declarations of interest for this meeting.

11 : TERMS OF REFERENCE

RESOLVED – That 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”.

12 : MINUTES

The minutes of the Appointment Committee on 12 January 2018 were approved as a correct record and signed by the Chairperson.

13 : 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 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.

14 : APPOINTMENT OF CORPORATE DIRECTOR - PEOPLE & COMMUNITIES

The Appointment Committee for the post of Corporate Director – People and Communities was reconvened to receive and consider the findings from the Assessment Centre held on 23 January 2018.

It was noted that Candidate 5 had withdrawn from the process prior to the Assessment Centre.

Nick Clark, the External Lead Assessor presented the findings for each of the three candidates following the assessment centre exercises, and the scores against the behavioural competencies for the role. The Committee based on the essential criteria, assessment outcomes and the candidate's original application considered which candidates should be put forward for formal interview.

The Committee discussed and agreed the presentation topic and selected interview questions.

RESOLVED – That

1. Candidates 3, 4 and 6 be invited for interview;
2. the candidates be advised of the chosen presentation topic and that a maximum of 10 minutes will be allocated for the presentation; and
3. the selected questions be finalised for the Interview Committee.

15 : DISMISSAL (IF REQUIRED)

There was no requirement to consider this item.

16 : DATE OF NEXT MEETING

RESOLVED – That the Appointment Committee as Interview Panel will start at 12.45pm on Tuesday 6 February 2018 in the Leader's Conference Room.

The meeting terminated at 14.45pm.

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

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