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AGENDA

Committee APPOINTMENT COMMITTEE - ASSISTANT DIRECTOR, ADULT SERVICES

Date and Time of Meeting MONDAY, 8 OCTOBER 2018, 9.30 AM

Venue LEADERS CONFERENCE ROOM - LEVEL 5, COUNTY HALL, ATLANTIC WHARF, CARDIFF

Membership Councillor Elsmore (Chair)
Councillors Bowen-Thomson, Hinchey, McKerlich and Williams

1 Apologies

2 Declaration of Interest

To receive declarations of interest in accordance with 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 any other relevant Council policies and procedures.

4 Minutes *(Pages 3 - 4)*

To approve the minutes of the meeting held on 24 September 2018 as a correct record.

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Information included in the following items is not for publication by virtue of paragraphs 12 and 13 of Part 4 of Schedule 12A of the Local Government Act 1972.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 Assistant Director, Adult Services *(Pages 5 - 38)*

To interview candidate/s and conclude the process for the appointment to the post of Assistant Director Adult Services.

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

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

Davina Fiore

Director Governance & Legal Services

Date: Tuesday, 2 October 2018

Contact: Gill Nurton,

02920 872432, G.Nurton@cardiff.gov.uk

APPOINTMENT COMMITTEE - ASSISTANT DIRECTOR, ADULT SERVICES

24 SEPTEMBER 2018

Present: Councillor Elsmore(Chairperson)
Councillors Bowen-Thomson, Hinchey, McKerlich and Williams

9 : APOLOGIES

There were no apologies for this meeting.

10 : DECLARATION OF INTEREST (IF ANY)

There were no declarations of interest for this meeting.

11 : 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 Employment Procedures Rules and other relevant Council policies and procedures”.

12 : MINUTES OF THE MEETING 3 SEPTEMBER 2018

The minutes of the 3 September 2018 were approved as a correct record.

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 the except information as defined in Part 4 of Schedule 12A of the Local Government Act 1972 and as describe below:-

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.

14 : APPOINTMENT OF ASSISTANT DIRECTOR, ADULT SERVICES

The Appointment Committee for the post of Assistant Director Adult Services was reconvened to receive and consider the findings from the Assessment Centre.

Sarah Cook, the External Lead Assessor presented the findings from the assessment centre exercises and overall scores given for each of the behavioural competencies required for the role by Candidates 1, 2, 7 & 11.

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 the candidate to be put forward for formal interview.

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

RESOLVED: That.

1. Candidate 2 be invited for interview.
2. The Candidate 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.

15 : DISMISSAL (IF REQUIRED)

There was no consequential dismissal required as part of the short-listing process.

16 : DATE OF NEXT MEETING - 8 OCTOBER 2018, 09:30PM

The next meeting was agreed as Monday 8 October 2018 at 09:30am.

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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