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AGENDA

Committee	APPOINTMENT COMMITTEE
Date and Time of Meeting	FRIDAY, 9 MARCH 2018, 9.30 AM
Venue	LEADER'S CONFERENCE ROOM, LEVEL 5, COUNTY HALL, ATLANTIC WHARF, CARDIFF
Membership	Councillor Huw Thomas (Chair) Councillors Boyle, Cunnah, Gavin Hill-John and Weaver

1 Apologies (if any)

2 Declarations of Interest

To received any declarations of interest in accordance with the Members Code of Conduct.

3 Minutes (Pages 1 - 2)

To confirm and approve the decisions made via the conference call on Friday 2 March 2018 and to thereafter approve the minutes of the shortlisting Committee on the same date.

4 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.

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Information included in the following item is not for publication by virtue of paragraphs 12 and 13 of Part 4 of Schedule 12A of the Local Government Act 1972.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 Chief Digital Officer (Pages 3 - 100)

To interview candidates and conclude the process for the appointment to the post Chief Digital Officer.

7 Dismissal (if required)

To consider any consequential dismissal (if required).

Davina Fiore

Director Governance & Legal Services

Date: Monday, 5 March 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

2nd March 2018

Present: Councillor, Huw Thomas (Chairperson) Councillors Boyle, Cunnah, Hill-John and Weaver

Also: Mandy Pigny External Lead Assessor, Paul Orders, Christine Salter and Philip Lenz

Special Note; Due to weather conditions the meeting was held via conference call with members attending via telephone. Start time 1.45pm.

1 : APOLOGIES

No apologies.

2 : DECLARATION OF INTERESTS

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

3 : 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”.

4 : MINUTES

The minutes of the Appointment Committee on 8th February 2018 were approved as a correct record and signed by the Chairperson.

5 : 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.

6 : APPOINTMENT OF CHIEF DIGITAL OFFICER

The Appointment Committee for the post of Chief Digital Officer was reconvened to receive and consider the findings from the Assessment Centre held on 19th and 20th February 2018.

It was noted that candidate 10 had withdrawn from the process prior to the Assessment Centre.

Mandy Pigny the External Lead Assessor presented the findings for each of the 9 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.

RESOLVED - That

1. candidates 3,14, 22, & 35 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

7 : DISMISSAL (IF REQUIRED)

There was no requirement to consider this item.

8 : DATE OF NEXT MEETING

RESOLVED – That the Appointment Committee as Interview Panel will convene at 9.30am on Friday 9 March 2018 in the Leader's Conference Room.

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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