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AGENDA

Committee APPOINTMENTS COMMITTEE - DIRECTOR EDUCATION & LIFELONG LEARNING

Date and Time of Meeting MONDAY, 20 JULY 2020, 9.00 AM

Venue COMMITTEE ROOM 4 - COUNTY HALL

Membership Councillor Huw Thomas (Chair)
Councillors Boyle, Bridgeman, Merry and Williams

1 Apologies for absence (if any)

2 Declarations of Interest

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

4 Minutes (*Pages 3 - 4*)

To approve the minutes of the short-listing Committee held on 13 July 2020

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Information included in the following item is not for publication by virtue of paragraphs 12 and 13 of Part 4 of Schedule 12A, Local Government Act 1972.

6 Appointment of Director, Education and Lifelong Learning (*Pages 5 - 84*)

To interview candidates and conclude the process for the appointment to the post of Director, Education and Lifelong Learning.

Davina Fiore

Director Governance & Legal Services

Date: Tuesday, 14 July 2020

Contact: Mandy Farnham,

02920872618, Mandy.Farnham@cardiff.gov.uk

APPOINTMENTS COMMITTEE - DIRECTOR EDUCATION & LIFELONG
LEARNING

13 JULY 2020

Present: Councillor Huw Thomas (Chairperson)

Councillors Boyle, Bridgeman, Merry, and Williams

Amanda (Pigny, Psychonnaissance)

8 : APOLOGIES FOR ABSENCE (IF ANY)

No apologies for absence were received.

9 : DECLARATIONS OF INTEREST

No declarations of interest were received in accordance with the Members Code of Conduct.

10 : 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 the Employment Procedure Rules and other relevant Council policies and procedures”

11 : MINUTES

The minutes of the meeting of the 2 March 2020 were approved as a correct record.

12 : 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 exempt 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.

13 : APPOINTMENT OF DIRECTOR OF EDUCATION AND LIFELONG LEARNING - TO FOLLOW

The Appointment Committee was reconvened to receive and consider the findings of the Assessment Centre. The Committee was advised that Candidates 4 and 18 had withdrawn prior to the Assessment Process. The Committee had 6 Assessment Reports to review.

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' strengths and skills. The Committee considered that two candidates should be put forward for formal interview.

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

RESOLVED: – that

1. candidates 13, 16 and 17 be invited for interview;
2. the candidates be advised of the presentation topic and that a maximum of 10 minutes be allocated for the presentation; and
3. the selected questions be finalised for the interview Committee.

14 : DATE OF NEXT MEETING

The date of the next meeting is Monday 20 July 2020 at 9.00 am.

The meeting terminated at 2.00 pm

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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