



County Hall
Cardiff
CF10 4UW
Tel: (029) 2087 2000

Neuadd y Sir
Caerdydd
CF10 4UW
Ffôn: (029) 2087 2000

AGENDA

Committee APPOINTMENTS COMMITTEE - ASSISTANT DIRECTOR, COUNTY ESTATES

Date and Time of Meeting MONDAY, 21 SEPTEMBER 2020, 9.00 AM

Venue COMMITTEE ROOM 3 - COUNTY HALL

Membership Councillor Huw Thomas (Chair)
Councillors Goodway, Gavin Hill-John, Hopkins and Merry

1 Apologies for Absence (if any)

2 Declarations of Interest

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

3 Minutes *(Pages 3 - 4)*

To approve the minutes of the shortlisting Committee held on 14th September 2020

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Information included in the following item is not for publication by virtue of paragraphs 12 & 13 of Part 4 of Schedule 12A, Local Government Act 1972.

6 Appointment of Assistant Director, County Estates *(Pages 5 - 64)*

To interview the candidate(s) and conclude the process for the appointment to the post of Assistant Director, County Estates.

Davina Fiore

Director Governance & Legal Services

Date: Tuesday, 15 September 2020

Contact: Mandy Farnham,

0290 872618, mandy.farnham@cardiff.gov.uk

APPOINTMENTS COMMITTEE - ASSISTANT DIRECTOR, COUNTY ESTATES

14 SEPTEMBER 2020

Present: Councillor Huw Thomas(Chairperson)
Councillors Goodway, Gavin Hill-John, Hopkins and Merry

7 : APOLOGIES FOR ABSENCE (IF ANY)

No apologies for absence were received for this meeting.

8 : DECLARATIONS OF INTEREST

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

9 : MINUTES

The minutes of the last meeting held on 13 July were approved as a correct record.

10 : TERMS OF REFERENCE

The Committee were asked to note its terms of reference 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 : 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.

12 : APPOINTMENT OF ASSISTANT DIRECTOR, COUNTY ESTATES

The Appointment Committee was reconvened to receive and consider the findings of the Assessment Centre. The Committee had 5 Assessment Centre reports to review.

The Committee in making its decision took account of each candidates 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 considered that two candidates should be put forward to formal interview.

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

RESOLVED: - that

1. candidates 7964 and 7968 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.

13 : DATE OF NEXT MEETING

The date of the next meeting is Monday 21 September 2020 at 9.00 am.

The meeting terminated at 3.50 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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