



County Hall  
Cardiff  
CF10 4UW  
Tel: (029) 2087 2000  
  
Neuadd y Sir  
Caerdydd  
CF10 4UW  
Ffôn: (029) 2087 2000

## AGENDA

<b>Committee</b>	APPOINTMENTS COMMITTEE - PROGRAMME DIRECTOR, SCHOOL ORGANISATION PROGRAMME
<b>Date and Time of Meeting</b>	TUESDAY, 22 SEPTEMBER 2020, 9.00 AM
<b>Venue</b>	COMMITTEE ROOM 3 - COUNTY HALL
<b>Membership</b>	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 15<sup>th</sup> 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Information included in the following item is not for publication by virtue of paragraphs 12 & 13 of Part 4 of Schedule 12A, Local Government Act 1972.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 Programme Director, Schools Organisation Programme** (*Pages 5 - 40*)

To interview the candidate(s) and conclude the process for the appointment to the post of Programme Director, Schools Organisation Programme.

**Davina Fiore**

**Director Governance & Legal Services**

Date: Wednesday, 16 September 2020

Contact: Mandy Farnham,

02920 872618, [mandy.farnham@cardiff.gov.uk](mailto:mandy.farnham@cardiff.gov.uk)

APPOINTMENTS COMMITTEE - PROGRAMME DIRECTOR, SCHOOL ORGANISATION PROGRAMME

15 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 PROGRAMME DIRECTOR, SCHOOLS ORGANISATION PROGRAMME

The Appointment Committee was reconvened to receive and consider the findings of the Assessment Centre. The Committee had 2 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. candidate 7945 and 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; and
3. the selected questions be finalised for the interview committee.

13 : DATE OF NEXT MEETING

The next meeting of the Committee is Tuesday 22 September 2020 at 9.00 am.

The meeting terminated at 9.15 am

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank



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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank