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AGENDA

Committee APPOINTMENTS COMMITTEE - HEAD OF CLIMATE EMERGENCY RESPONSE (OM1)

Date and Time of Meeting MONDAY, 18 SEPTEMBER 2023, 3.00 PM

Venue REMOTE MEETING VIA MS TEAMS

Membership Councillor Wild (Chair)
Councillors De'Ath, Naughton, Proctor and Reid-Jones

1 **Apologies for Absence**

To receive apologies for absence

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 meeting held on the 28 July 2023 as a correct record.

4 **Exclusion of the Public**

Information included in the following item is not for publication pursuant paragraphs 12 and 13 of Part 4, Schedule 12A of the Local Government Act 1972.

5 **Appointment of Head of Climate Emergency Response (OM1)** (*Pages 5 - 60*)

To consider the shortlisting of candidates for the post of Head of Climate Emergency Response (OM1)

6 **Date of Next Meeting**

The date of the next meeting is Friday 29 September at 10.00 am

Davina Fiore
Director Governance & Legal Services
Date: Tuesday, 12 September 2023
Contact: Kate Rees,
02920 872427, KRees@Cardiff.gov.uk

APPOINTMENTS COMMITTEE - HEAD OF CLIMATE EMERGENCY RESPONSE
(OM1)

28 JULY 2023

Present: Councillor (Chairperson)
Councillors De'Ath, Naughton, Proctor, Reid-Jones and Wild

1 : ELECTION OF CHAIR

RESOLVED: That Councillor Caro Wild be appointed as the Chairperson

2 : APOLOGIES FOR ABSENCE

No apologies of absence were received.

3 : DECLARATIONS OF INTEREST

No declarations of interest were received.

4 : TERMS OF REFERENCE

To note the terms of reference as set out on the agenda.

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 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.

6 : APPOINTMENT OF HEAD OF CLIMATE EMERGENCY RESPONSE (OM1)

The Appointments Committee was convened to consider the longlisting of candidates for the appointment to the post of Head of Climate Emergency Response (OM1). The Committee reviewed 6 applications received and considered how each of the candidates met the essential competencies from the Behavioural Competencies Framework and Role Profile, and identified those candidates to be recommended to go forward for assessment.

RESOLVED: That Candidates 49408, 49403, 49396 & 49111 be assessed.

7 : DATE OF NEXT MEETING

The date of the next meeting is to be confirmed.

The meeting terminated at 12.28 pm

**NOTES FOR RECONVENED APPOINTMENT COMMITTEE FOR
SHORT-LISTING FOR APPOINTMENT OF CHIEF EXECUTIVE /
CORPORATE DIRECTOR, RESOURCES / DIRECTORS /
ASSISTANT DIRECTORS /CHIEF OFFICERS**

1. Chair reminds Members of the Committee of the need to offer comments on the list of candidates based on their personal review of applications (applications having been sent out with this note) and the results of the assessment centre which will follow and be presented by the Advisor and Lead Officer for discussion at the meeting.
2. Lead Officer / Advisor talks through the assessment centre report each candidate in turn answering any questions relating to the assessment raised by any Member of the Committee.
3. Members discuss the information received and consider who should go through to the final Appointment Committee.
4. Agreement is sought from Committee on the candidates to be included for the final stage of the process.
5. Lead officer / Advisor answers any queries relating to the next stage of the assessment.
6. Chair confirms the outcome of the discussion by listing the candidates being taken through to the next stage – the Appointment Committee.
7. Lead officer confirms the Appointment Committee details including date and timings based on the number of candidates confirmed by the shortlist committee.
8. Chair concludes the Committee.

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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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