



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

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

AGENDA

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

Date and Time of Meeting WEDNESDAY, 18 OCTOBER 2023, 10.00 AM

Venue LEADERS CONFERENCE ROOM - LEVEL 5, COUNTY HALL, ATLANTIC WHARF, CARDIFF

Membership Councillor Wild (Chairperson)
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 on the 18 September 2023

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Information included in the following item is not for publication pursuant paragraphs 12 and 13 of Part 4, Schedule 12A of the Local Government Act 1972.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 - 32*)

To interview the candidate and conclude the process for the appointment to the post of Head of Climate Emergency Response (OM1)

Davina Fiore
Director Governance & Legal Services

Date: Thursday, 12 October 2023

Contact: Kate Rees,

02920 872427, KRees@Cardiff.gov.uk

APPOINTMENTS COMMITTEE - HEAD OF CLIMATE EMERGENCY RESPONSE
(OM1)

18 SEPTEMBER 2023

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

8 : APOLOGIES FOR ABSENCE

Apologies for Absence were received from Councillor Proctor.

9 : DECLARATIONS OF INTEREST

No declarations of interest were received.

10 : MINUTES

The minutes of the 28 July 2023 were approved as a correct record of proceedings.

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 HEAD OF CLIMATE EMERGENCY RESPONSE (OM1)

The Appointment Committee was reconvened to receive and consider the findings of the Assessment Centre. The Committee had 3 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 task which addressed the candidates strength's and skills.

The Committee considered that one candidate should be put forward to formal interview. The Committee considered the presentation topic options and set questions for the interview.

RESOLVED:

Candidate 49396 be invited for interview; and be advised of the presentation topic.

13 : DATE OF NEXT MEETING

The date of the next meeting is on Friday 29 September 2023 at 10.00 am

NOTES FOR APPOINTMENTS COMMITTEE FOR APPOINTMENT OF CHIEF EXECUTIVE / CORPORATE DIRECTOR RESOURCES / DIRECTORS / ASSISTANT DIRECTORS / CHIEF OFFICERS

Appointment Committee Process

1. Confirmation of Chair (appointed at Appointments Committee Long Listing stage)
2. Chair checks on the order and who will ask which question from the prepared list.
3. Chair ensures all Members are clear on the process to be followed during the interview i.e. Candidates to be seen one at a time in line with interview structure below.

Interview Structure

4. Candidates will be welcomed and introduced to the Committee and reminded of the format of the interview by the Chair.
5. Candidate to give presentation (10 minutes) (Clerk to give indication of when reach 9 minutes)
6. Committee to ask questions related to the presentation only. (5 to 10 minutes)
7. When these questions have been answered the Chair will move to the first of the job specific questions and Members will ask the questions in the order agreed at 2 above. The Committee may ask any supplementary questions they may have in the time available. The Chair will advise when available time is used.
8. Chair will invite the candidate to ask any questions. When these are answered the Chair will move to the mandatory questions.

The Council's mandatory questions:

9. The Chair will ask the following questions which the Council has made mandatory:
 - **Do you have any business or other interests including membership or affiliation of any political or other organisation which could cause real or observed conflict with the duties and responsibilities of this post?**
 - **If you were offered the appointment, would you please confirm that you would accept on salary and conditions as advertised?**

Completion of interview:

The Chair will advise candidate that the process has been completed and an officer will make contact shortly with the outcome.

Professional Advice:

The Chair and Members of the Committee may take advice at any time from any officer or advisor appointed to assist the selection process. Prior to the Committee's decision the Chair should invite any advisor or officer appointed to assist in the process for any guidance they may wish to offer.

After completion of all the interviews

1. The Chair will ask the Committee whether it is able to make an appointment from the candidates who have been interviewed.
2. Once the Committee have agreed in principle that they are able to make an appointment, the Chair will then go round the table and ask Committees' views on what they believe to be the main strengths and weaknesses of each candidate.
3. The Chair will summarise what has been said and add her/his own personal summary and suggest that the Committee now indicate ranking candidates in preference order.
4. If a clear consensus to the appointment of one of the candidates is reached, then the Chair will suggest that a decision be taken.
5. If there is no consensus, Chair will make the decision to take a ballot.
6. The ballot papers will be returned to the Chair who will shuffle papers and count the votes with the Lead Officer.
7. A preferred candidate will emerge from this process.
8. The appointment will need to be proposed and seconded. Other Committee Members, by convention, support the proposal to enable a unanimous decision to be reached.

Successful candidate

The Committee delegate authority for the Lead Officer to inform the successful candidate and agree salary terms and conditions within the Council's agreed framework. HR Advisor to provide support on this if required

Unsuccessful Candidate(s)

The Committee delegates authority to the HR Advisor to inform the unsuccessful candidate/s of the Committee's decision.

Conclusion

At the conclusion of the meeting, any recorded minutes and papers will be collected administratively for confidential record purposes on the appointment.



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Head of Climate Emergency Response	Directorate: Planning, Transport & Environment
Section: Energy and Sustainability/One Planet Cardiff	Reporting to: Andrew Gregory
Grade: OM 1	Hours per Week: 37
Post Number:	Number of Employees Reporting to Post: 12
Special Conditions:	Location of Post: County Hall, Atlantic Wharf, Cardiff, CF10 4UW

Duties and Responsibilities

Job Purpose

To strategically and commercially develop and deliver Sustainability and Carbon Reduction strategies, programmes and projects including: the delivery of relevant infrastructure, business models, partnerships and governance that meets statutory requirements and outperforms national best practice. Manage the delivery of Council wide staff, business and public stakeholder communication and engagement on climate change and carbon reduction.

The post is directly responsible for leading the development and delivery of the One Planet Cardiff Strategy including:

1. To lead, coordinate and contribute to the development of corporate vision, policy and implementation programme related to all matters related to the Council's One Planet Cardiff and Carbon Neutral agenda
2. At a senior corporate, citywide, regional and national level liaising and ensuring that one planet vision, policies, agenda, and priorities are presented across the Council/ Key Partners leadership to promote and develop the agenda.
3. To lead the programme management function, delivery plan and review of the One Planet Cardiff Strategy and to work closely with nominated staff within the Council and in key partner organisations to set and monitor targets, resolve issues and initiate corrective action as appropriate.
4. To act in the position of Managing Director of Cardiff Heat Network Ltd, adhering to the legal, statutory and governance duties expected of such a position, contract managing the delivery of the construction phase of development and managing all subsequent operational and expansion activities.

5. To be a Senior Responsible lead working directly with colleagues in the Council, City Region and Welsh and UK government – engaging at a senior level with regional and national senior officers to director level - to ensure that national and regional Carbon Reduction and Climate Emergency policies and strategies are fully embedded into Cardiff Council corporate policy to ensure a rapid and smooth transition is achieved in Cardiff over the next decade to meet the targets set out in the Council's One Planet Strategy.
6. To provide the overall management responsibility for the effective deployment, performance and development of staff and resources within the Energy & Sustainability function, including low carbon transportation, clean air, domestic retrofit, food strategy, renewable energy and One Planet Cardiff programmes.
7. To work closely with the Director and Senior Managers on programmes, policies, strategies and delivery plans to address the Council's ambition of becoming Carbon Neutral by 2030. To engage closely with corporate policy leads to ensure full directorate alignment with Policy developments.
8. To manage communications with stakeholders and liaise with the Council's nominated Communications team as required on any media issues relating to relevant projects.

Job Specific

9. To take a lead role in developing and promoting at a senior level, as well as regionally and nationally, all aspects of the one planet agenda.
10. To work with corporate/council and partner leadership and senior officer teams to collaboratively develop, present policy and deliver programmes.
11. To take responsibility for ensuring that the Council meets its duties for ensuring compliance with the Welsh Government ambition for a carbon neutral public sector in Wales by 2030
12. To develop and provide expert policy and strategy advice on decarbonisation, assisting other directorates and partners to understand and reduce the carbon footprint of their activities
13. To develop business cases for opportunities, capital investment and grant applications to deliver a pipeline of energy generation and energy efficiency interventions to help deliver the One Planet Cardiff agenda, ensuring the development, delivery and effective operation of new projects and contracts that result.
14. To be the responsible officer for gaining and managing revenue and capital grants and other funding streams for major Carbon Reduction projects and programmes, fostering and maintaining relationships with funding bodies to seek, retain and exploit further opportunities as they arise.
15. To lead on the development of innovative projects and collaborative work with partner organisations to identify alternative low carbon projects programmes and policies, to ensure that Council and city-wide decarbonisation targets can be achieved.

16. To build, lead, manage and support a team of officers to ensure effective implementation of One Planet Cardiff policies is achieved across the Council and more widely across Cardiff.
17. To work closely with Director, senior managers, corporate policy and strategy leads to ensure full alignment of approaches around low carbon is facilitated in the Council and more widely across Cardiff.
18. Where appropriate write public documents on topical issues around One Planet/Sustainability strategies/proposals, Business Plans, Scrutiny Reports, speeches and Cabinet Reports.
19. To occasionally deputise for the Director and senior managers at both internal and external events.

Corporate Requirements

20. To participate actively in supporting the principles and practice of equality of opportunity as stated in the Council's Equal Opportunities Policy.
21. To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions and to comply with all health and safety legislation as appropriate.
22. To, as a statutory duty, adhere to the Council's Corporate Safeguarding Policy and associated policies and procedures and to report concerns regarding the safety and wellbeing of children or adults at risk. In order to support you in this, you are required to access safeguarding training at the level which is relevant to this post.
23. As a term of your employment you may be required to undertake such other duties and/or times of work as may reasonably be required of you, commensurate with your grade or general level of responsibility within the organisation.
24. Although you will be provided with a base, you will be required to work from various locations in accordance with the needs of the role.

DATE COMPLETED: _____ **AGREED BY:** _____
(Recruiting Manager)

Date Received by Post holder: _____

Signature of Post holder: _____



Job Title: OM One Planet Programme Manager
Post Number:

THE PERSON APPOINTED MUST MEET THE FOLLOWING REQUIREMENTS

Area to be Demonstrated	Essential Requirements YOU MUST DEMONSTRATE THAT YOU MEET THESE REQUIREMENTS	Desirable Requirements YOU DO NOT HAVE TO MEET THESE REQUIREMENTS BUT IF YOU DO, PLEASE TELL US	How Assessed Application Form or Interview or Both
Competencies (as per Behavioural Competency Framework)	<ul style="list-style-type: none"> • Putting Our Customers First – Level 3 • Getting Things Done – Level 4 • Taking Personal Responsibility – Level 4 • Seeking to understand others and treating them with respect – Level 4 • Initiating change & improvement – Level 4 • Communicating – Level 4 • Analysing, problem solving & decision making – Level 4 		Application Form & Interview
Education & Training	Educated to degree level or equivalent preferably in a subject area with applicability to the sustainability or environmental agenda.	Membership or seeking membership of professional body.	Application Form & Certification where required
Experience / Knowledge	<p>Experience in the development and implementation of policies, strategies/ action plans with reference to environmental, sustainable policies.</p> <p>Demonstrable managerial leadership ability in the context of financial pressures</p> <p>Demonstrable ability of managing budgets and resources</p> <p>Demonstrable experience of managing, motivating and developing staff.</p> <p>Demonstrable ability to promote lead and</p>	Management of services and a breadth of experience in planning of services and improving performance of service delivery	Application Form and Interview

	implement projects to deliver service delivery objectives.		
Skills and Abilities	<p>Excellent communication and persuasion skills both written and oral. High level of inter-personal skills.</p> <p>Ability to engage with a wide range of service areas to bring into policy alignment with best practice and environmental guidance</p> <p>To manage the delivery of strategies/policies/working practices/performance in line with environmental and sustainable principles.</p> <p>Ability to manage, lead and implement major change agendas and projects that result in significant cultural change.</p> <p>Good organisational skills including the ability to effectively manage multiple priorities and work under pressure to high levels of performance to tight and often challenging deadlines</p> <p>An ability to negotiate and to win over others through logical and persuasive argument</p> <p>The ability to work collaboratively and help deliver corporate priorities</p>	Ability to work closely and effectively with senior managers and Elected Members, understanding political processes and managing politically sensitive issues.	Application Form and Interview
Personal Attributes	<p>Commitment to environmental improvements and the sustainability agenda.</p> <p>Takes ownership of service delivery to meet customer</p>		Interview

	<p>needs and demonstrates personal responsibility for resolving complaints.</p> <p>Commitment to Council's policies on Equality and Diversity</p> <p>Innovative and resourceful with ability to identify and deliver new opportunities</p>		
Special Circumstances	Ability to travel to various locations	Full valid driving licence	Application Form and Interview

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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