

## **REPORT OF THE INTERIM HEAD OF DEMOCRATIC SERVICES**

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### **DIRECTORATE SENIOR MANAGEMENT UPDATE**

#### **Reason for this Report**

1. To update the Committee on Governance Directorate Senior Management arrangements following the resignation of the Director of Governance and Legal Services.

#### **Background**

2. In accordance with the Council's Employment Procedure Rules (Rule 2), the vacancy in the 'Chief Officer' post was reported to the Council on 25 February 2016 to consider whether the post should be filled. The Director of Governance and Legal Services falls within the definition of a 'Chief Officer' for these purposes and the post became vacant on 1 March 2016.

#### **Issues**

3. On 25 February 2016, the Council approved a recruitment and selection exercise to fill the Director of Governance and Legal Services post with no changes to the statement of duties, terms and conditions, including remuneration for the post, as previously determined by the Employment Conditions Committee and the Council in February 2015.
4. In addition the Council on 25 February 2016 designated David Marr as Interim Monitoring Officer from 1 March 2016 until the date the new appointee commences employment.
5. An advert for the post of Director Governance and Legal Services was published on 10 March with closing a date of 11 April 2016. Details are at: [https://jobs.cardiff.gov.uk/jobdetails.aspx/6479/Director\\_of\\_Governance\\_and\\_Legal\\_Services\\_/?ssimple=&Current=true](https://jobs.cardiff.gov.uk/jobdetails.aspx/6479/Director_of_Governance_and_Legal_Services_/?ssimple=&Current=true)
6. The dates for the Appointment Committee for this post have been agreed with the Leader and party groups with the long-listing process starting in mid-April 2016, followed by an assessment centre and the final short-listing for interview and interview process to be completed by mid- May 2016.

## **Legal Implications**

7. The relevant legal provisions are set out in the body of this report.

## **Financial Implications**

8. Within the Directorate budget there is an amount allocated which is commensurate with the cost of the post titled Director of Governance and Legal Services. Therefore, there is sufficient funding available for both the permanent and the temporary filling of this post. The temporary post will end on the day the permanent post holder commences in post. All associated costs with the recruitment will need to be found from within the budgetary allocation of the directorate

## **RECOMMENDATIONS**

The Committee note the information contained in this report.

**Geoff Shimell**

**Interim Head of Democratic Services**

17 March 2016