

CARDIFF COUNCIL, THE COUNTY BOROUGH COUNCILS OF BRIDGEND, CAERPHILLY, MERTHYR TYDFIL, RHONDDA CYNON TAFF AND THE VALE OF GLAMORGAN

THE GLAMORGAN ARCHIVES JOINT COMMITTEE
13 September 2019

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| PART 1 | AGENDA ITEM NO: |
| Recruitment of Glamorgan Archivist | |

REPORT OF THE DIRECTOR OF GOVERNANCE AND LEGAL SERVICES, CARDIFF COUNCIL

APPOINTMENT OF GLAMORGAN ARCHIVIST

PURPOSE OF REPORT

1. To seek approval of the process for advertisement and recruitment of the Glamorgan Archivist post.
2. To agree the Job Description, Person Specification and Advertisement, and note the salary range
3. To establish an Appointments Committee as a sub-committee of the Joint Committee in accordance with the terms of reference set out in Cardiff Council's constitution as "All powers and duties in connection with the care preservation maintenance and management of archives and records except the power of setting a budget or borrowing money, subject to the terms of the Joint Archives Committee agreement dated 11th April 2006.
4. To request that members select and confirm those members who will comprise the Appointments Committee.
5. To agree the composition of officer involvement in the recruitment process.
6. To agree the indicative recruitment and selection timetable.

BACKGROUND

7. The current Glamorgan Archivist has indicated her intention to retire on 31 March 2020. The Agreement of 11 April 2006 which constituted the Joint Committee states that:

The management of the joint archives service shall be undertaken on behalf of the Committee by a duly qualified Archivist from time to time appointed by it.

8. The post is hosted by Cardiff Council and has been independently evaluated using HAY Evaluation methodology which determined the Grade of OM2 which is a 5 point range of £46,552 to £56,233.

PROPOSAL FOR THE ROLE

9. The Job Description and Person Specification have been revised to take account of the changes to the role since the current post holder was appointed, and attached at Appendix A.
10. It is envisaged that Cardiff Council will oversee the recruitment process for this role and will host the employment of the new post holder.

PROPOSED RECRUITMENT PROCESS

Advertising

11. It is proposed that all 6 Local Authorities will advertise the post across their websites for both internal and external candidates, directing applicants to the Cardiff Council website in order to complete an application form. The draft advertisement is attached at Appendix B. In addition to this, an advertisement will be placed on People Exchange Cymru, which is a website advertising roles in the public sector in Wales and will be circulated through professional networks. There is no cost to this.
12. As there is a need to attract candidates from as wide a pool as possible, it will also be advertised on the Guardian website at no additional costs due to an arrangement between Cardiff Council and the Guardian.
13. To ensure continuity, the post will be advertised in September 2019 with a view to completing the recruitment process by early December. This will allow time for references to be obtained for the successful candidate and for a three month notice period to be given.

Appointment Process

14. Under the statutory obligations of the Local Authorities (Standing Orders) (Wales) Regulations 2006, which Cardiff Council's Employment Procedure Rules are in accordance with, there is a necessity for Chief Officers and Deputy Chief Officers (in the statutory sense of the terms) to be appointed through a Member Appointments Committee.
15. These arrangements are in place in Cardiff Council for Chief Officer appointments, however the process also applies to other senior posts, including for those posts that are deemed to be a Deputy Chief Officer. The legal definition of a Deputy Chief Officer

is a person who reports directly or who is indirectly accountable to a statutory or non-statutory Chief Officer, (except for secretarial, clerical and support staff). As the post of Glamorgan Archivist reports to Cardiff Council's Director of Governance and Legal Services (the Council's statutory Monitoring Officer), the appointment must be made by a Member Appointments Committee.

16. On this basis it is recommended that an Appointments Committee selected from members of the Joint Committee, of at least three but up to 6 members, with a maximum of one from each contributing authority be set up. This will be a sub-committee of the Joint Committee. Political proportionality does not apply, but the Joint Committee may wish to consider having cross party representation. The terms of reference for the Appointments Committee are set out in Appendix C. Once the Appointments Committee is formed, there will be a requirement for it to comprise the same members, except in exceptional circumstances, at every stage of the process.
17. The Appointments Committee members will be provided with equality training concerning recruitment and selection.
18. The full recruitment process is set out in Appendix D. Stage 1 of the member process will commence with the long listing exercise based on the essential requirements of the post against the details provided on the application form. Nominated officers will provide recommendations to the Appointments Committee based on the information in the application forms, but the Appointments Committee will decide exactly whom they take forward to the next stage of the process and the reasons why unsuccessful candidates are not taken forward.
19. Stage 2 of the member process is in two parts and will be undertaken by nominated officers and an external company of HR Professionals and Occupational Psychologists. This first part of the process will involve psychometric and leadership tests, followed by an interview which will focus on the outcome of the tests, with an Occupational Psychologist. The second part will be a technical interview involving nominated officers and will include professional advice provided by a Senior Archivist with an appropriate background from another organisation. A senior member of Human Resources from Cardiff Council will also be present. There will be a review of candidate performance in this stage and the external company will provide an overall report on each candidate against the essential requirements of the role.
20. Stage 3 of the member process will involve a member of the external company attending a shortlisting session with the Appointments Committee, the lead officer from the technical interview and the HR representative to provide feedback to the Appointments Committee. Based on this feedback, the Appointments Committee will then, identify those candidates that they wish to take through to the final interview stage
21. Stage 4, the final stage, will be an interview with the Appointments Committee, which will include a presentation on a topic set by the members and a number of competency based questions agreed by the members.
22. The successful candidate will then be appointed based on the requirements set out on paragraph 8 of this report.

LEGAL IMPLICATIONS

23. The duties, powers and functions of the parties in respect of the Glamorgan Archives Service are set out in the Joint Archives Committee agreement dated 11 April 2006 ('the 2006 Agreement'), which includes at clause 1(c) an agreement that the Committee shall appoint a duly qualified Archivist to manage the joint service under the direction and supervision of the Joint Committee.

A joint committee may, subject to the terms of its arrangements, arrange for the discharge of any of its functions by a sub-committee or an officer of one of the authorities concerned (pursuant to the Local Authorities (Executive Arrangements) (Discharge of Functions) (Wales) Regulations 2002, Regulation 11(4)). This means that the Joint Committee may establish a sub-committee ('Appointments Panel') to exercise its functions in relation to the appointment of an Archivist, subject to compliance with the terms of the 2006 Agreement. The size of the sub-committee, the appointments to it and the powers it may exercise are all matters for the Joint Committee to determine.

This report recommends the sub-committee should be comprised of at least 3 members and no more than 6 members, with a maximum of one member from each contributing authority, in the interests of securing balanced representation of the partner authorities and a manageable size for shortlisting and interviews.

The political balance requirements only apply to joint committees where an authority is appointing 3 or more seats (pursuant to the Local Government and Housing Act 1989, section 15 and Schedule 1 paragraphs 1 and 2). The proposed sub-committee will not, therefore, be subject to political balance requirements.

FINANCIAL IMPLICATIONS

24. The 2019/20 budget for the Glamorgan Archives Service includes provision for a full time Glamorgan Archivist. The budget for the 2020/21 financial year has not yet been set, however it will need to include continuation of the full time budget for the post. Any costs incurred as part of the recruitment will need to be managed within the overall budget available for this financial year.

RECOMMENDATIONS

It is recommended that the Joint Committee:

- a) Approve of the process for advertisement and recruitment process for the Glamorgan Archivist post.
- b) Consider and agree the content of the Job Description, Person Specification and Advertisement, and note the salary range
- c) Approve the establishment of an Appointments Committee as a sub-committee of the Joint Committee in accordance with the terms of reference set out in Appendix C

- d) Determine those members who will comprise the Appointments Committee.
- e) Determine the composition of officer involvement in the recruitment process, and allocate the lead officer role to the Director of Governance and Legal Services.
- f) Agree the indicative timetable for the recruitment and selection process

Davina Fiore
Director of Governance and Legal Services and Monitoring Officer
September 2019

The following Appendices are attached:

- Appendix A - Job Description and Person Specification
- Appendix B - Advertisement
- Appendix C - Terms of reference of the Appointments Committee
- Appendix D - Recruitment Process and Proposed Timetable