

No.

SENIOR MANAGEMENT APPOINTMENT COMMITTEE

Minutes of an in person meeting held in Committee Room 2 on 13th October, 2022.

The Committee agenda is available [here](#).

Present: Councillor L. Burnett (Chair); Councillor B.E. Brooks (Vice-Chair), Councillors G.D.D. Carroll, P. Drake, S.M. Hanks and Dr. I.J. Johnson.

368 MINUTES –

RESOLVED – T H A T the minutes of the meeting held on 27th June, 2022 be approved as a correct record.

369 DECLARATIONS OF INTEREST –

No declarations were received.

370 RECRUITMENT AND SELECTION ARRANGEMENTS FOR THE HEAD OF ADDITIONAL LEARNING NEEDS (ALN) AND WELLBEING (DLS) –

The Chief Executive presented the report which set out the proposed recruitment and selection arrangements for the above position. The job description and person specification were attached as appendices to the report.

Following consideration of the report it was,

RESOLVED –

(1) T H A T the recruitment and selection arrangements as outlined in the report be approved.

(2) T H A T delegated authority be granted to the Director of Learning and Skills, in consultation with Human Resources and the Cabinet Member for Education Arts and the Welsh Language to progress as below:

- a) Advertising of the position;
- b) Progressing the necessary arrangements for long-listing and any necessary assessment of candidates in advance of shortlisting;
- c) Drawing up a final short-list for interview, the interview of which to be undertaken by a future meeting of the Committee; and to
- d) Agree costings and resource requirements relating to the processes required to pursue the recruitment and selection process.

No.

Reasons for decisions

- (1) To ensure the appointment is progressed in accordance with the requirements of the Council's Constitution.
- (2) To allow matters to be progressed in advance of the final stage of recruitment.

371 APPOINTMENT, RECRUITMENT AND SELECTION ARRANGEMENTS OF THE HEAD OF RESOURCE MANAGEMENT AND SAFEGUARDING (DSS) –

The Director of Social Services in presenting the report advised of the proposed arrangements for the recruitment and selection process with it being noted that he would forward a copy of the advert to all Members of the Committee as soon as possible. A copy of the Job description and Person specification were attached as appendices to the report.

It was,

RESOLVED – T H A T the recruitment and selection arrangements for the vacant post of Head of Resources Management and Safeguarding, Directorate of Social Services, as detailed within the report be approved.

Reason for decision

To ensure that the appointment, recruitment and selection arrangements for the position of Head of Resources Management and Safeguarding are progressed in accordance with the approval of the Committee and in accordance with the requirements of the Council's Constitution.

372 APPOINTMENT, RECRUITMENT AND SELECTION ARRANGEMENTS OF THE HEAD OF ADULT SERVICES / VALE ALLIANCE (DSS) –

The Director of Social Services in drawing Members attention to an error of the use of the word internally in paragraph 2.1 of the report advised that the position would be advertised externally on the Council's website, in Community Care and Wales online, Linked in and in the Job Centre. A short list of candidates would be identified by the Director in consultation with a representative from Human Resources, the relevant Cabinet Member and the Head of Primary and Intermediate Care (Cardiff and Vale UHB).

It being noted that the position was a joint post Members considered a representative from the Health Board should be present at the Senior Management Committee interview for the position.

No.

RESOLVED –

- (1) T H A T the recruitment and selection arrangements for the post of Head of Adult Services / Vale Alliance, Directorate of Social Services, as detailed in the report, be approved.
- (2) T H A T a representative from the Health Board be invited to be present at the Senior Management Committee meeting when interview/s for the position take place.

Reason for decisions

(1&2) To ensure that the appointment, recruitment and selection arrangements for the position of Head of Adult Services / Vale Alliance are progressed in accordance with the approval of the Committee, in accordance with the requirements of the Council's Constitution and in light of the position being a joint post with the Health Board..

373 RECRUITMENT AND SELECTION ARRANGEMENTS FOR THE HEAD OF SUSTAINABLE DEVELOPMENT (DP) –

The report detailed the final interview schedule for the above position advising that following an assessment process, the Director of Place, in consultation with other colleagues had identified candidates for interview. The details of each candidate were included in the Part II report together with their application forms.

RESOLVED –

- (1) T H A T the report be noted and the final interviews be undertaken under Part II of the agenda.
- (2) T H A T following the interviews residual appointment details, as appropriate, be delegated to the Director of Place, in consultation with the Chief Executive and Leader, if a suitable applicant is confirmed by Members.

Reasons for decisions

- (1) To ensure an appointment to the post is conducted in accordance with the Council's Constitution.
- (2) To ensure that all Council functions are met within this area.

374 EXCLUSION OF PRESS AND PUBLIC –

RESOLVED – T H A T under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information

No.

as defined in Part 4 of Schedule 12A (as amended) of the Act, the relevant paragraphs of the Schedule being referred to in brackets after the minute heading.

375 RECRUITMENT AND SELECTION ARRANGEMENTS FOR THE HEAD OF SUSTAINABLE DEVELOPMENT (DP) (EXEMPT INFORMATION – PARAGRAPH 15) –

Following consideration of the report three candidates had been shortlisted for interview and following the interviews by the Committee it was subsequently

RESOLVED –

- (1) T H A T IR be appointed to the post of Head of Sustainable Development.
- (2) T H A T residual appointment details, as appropriate, be delegated to the Director of Place, in consultation with the Chief Executive and Leader of the Council.

Reasons for decisions

- (1) Following the interviews of the three candidates.
- (2) To ensure that all Council functions are met within this area.