

No.

SENIOR MANAGEMENT APPOINTMENT COMMITTEE

Minutes of a remote meeting held on 3rd November, 2022.

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

The recording of the meeting 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

405 ANNOUNCEMENT –

Prior to the commencement of the business of the Committee, the Chair read the following statement: “May I remind everyone present that the meeting will be live streamed as well as recorded via the internet and this recording archived for future viewing.”

406 MINUTES –

RESOLVED – T H A T the minutes of the meeting held on 13th October, 2022 be approved as a correct record.

407 DECLARATIONS OF INTEREST –

No declarations of interest were received.

408 RECRUITMENT AND SELECTION ARRANGEMENTS FOR THE HEAD OF REGIONAL INTERNAL AUDIT SERVICE (CR) –

The Head of Finance / Section 151 Officer presented the report which set out the recruitment and selection arrangements proposed for the position of Head of the Regional Internal Audit Service and sought approval for the proposed arrangements.

Following discussion by the Board for the Regional Internal Audit Service (comprising the Section 151 Officers of the 4 Councils) (“the Partners”) it was proposed that the new post be advertised as soon as possible as the role was critical to the delivery and development of the Service.

It was proposed that the post be advertised both internally and externally to ensure the best opportunity to attract an appropriately qualified, skilled and experienced individual to the role.

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The proposed appointment process involved the participation of the Partners due to the Service being a regional, shared service with Bridgend, Merthyr Tydfil, Rhondda Cynon Taf Councils with the Vale of Glamorgan being the host Authority for the service and the employer of the staff. This included the participation of the regional Governance and Audit Chairs and Section 151 Officers within this shared service.

The Committee also enquired on, and were subsequently appraised of, the previous recruitment process for this role, which had overall worked well and would be followed again, as well as taking on board any lessons learned from the previous process.

Following consideration of the report it was,

RESOLVED –

- (1) T H A T the post of Head of the Regional Internal Audit Service be advertised both internally and externally.
- (2) T H A T the Job Description (attached at Appendix A to the report) and Person Specification (attached at Appendix B to the report) in respect of the post of Head of the Regional Internal Audit Service be approved.
- (3) T H A T delegated authority be granted to the Head of Finance to undertake the initial long/short listing and assessment of applicants, in consultation with the Leader and the Director of Corporate Resources and the Section 151 Officers in the Partner authorities.
- (4) T H A T the proposal concerning the Chair (or Vice-Chair) of the Governance and Audit Committees from each of the Partner authorities be invited to take part in the assessment process, be approved.
- (5) T H A T Section 151 Officers from the Partner authorities will be involved in the assessment day to ensure that their opinions may be considered by this Committee, be noted.
- (6) T H A T depending on the outcome of the assessment process, a further meeting of the Senior Management Appointment Committee be convened to interview and determine the suitability of candidates for appointment to the post.

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.

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(3) To ensure the engagement of the Section 151 Officers and Chairs of the Governance and Audit Committees of the Partner Authorities in the recruitment and selection process.

(4) To enable the Chair of the Governance and Audit Committees to be involved in the assessment process.

(5) To enable the Section 151 Officers to be involved in the assessment process.

(6) To enable the progression of the recruitment process in line with the Council's senior management appointments processes.