

No.

## SENIOR MANAGEMENT APPOINTMENT COMMITTEE

Minutes of a meeting held on 19<sup>th</sup> December, 2018.

Present: Councillor J.W. Thomas (Chairman); Councillor T.H. Jarvie (Vice-Chairman); Councillors L. Burnett, Dr. I.J. Johnson, N. Moore and R.A. Penrose.

Also present: Councillor A.C. Parker (Cabinet Member for Housing and Building Services).

### 605 DECLARATIONS OF INTEREST -

No declarations were received.

### 606 RECRUITMENT AND SELECTION ARRANGEMENTS FOR THE HEAD OF HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT (MD) -

In presenting the report the Managing Director referred to the need to recruit to the post of Head of Human Resources and Organisational Development with the proposal that the position be advertised both internally and externally between 8<sup>th</sup> January, 2019 and 22<sup>nd</sup> January, 2019 with a view to concluding final interviews during March 2019.

A copy of the proposed Job Description and Person Specification was attached for the Committees information at Appendices A and B to the report. The Committee was also requested to delegate responsibility for agreeing adverts for the recruitment schedule and long-listing to the Managing Director and the Leader of the Council in order to expedite the recruitment. The Human Resources department would also undertake an exercise to identify an appropriate assessment process and where necessary, engage an appropriate organisation to undertake assessment centre/psychometric testing ensuring best value for money.

Having considered the report it was subsequently

RESOLVED - T H A T the recruitment and selection arrangements contained within the report and all the relevant documentation as appended to the report be approved.

#### Reason for decision

To ensure the appointment was progressed in accordance with the requirements of the Council's Constitution and to expedite the recruitment.

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607 RECRUITMENT AND SELECTION ARRANGEMENTS FOR THE HEAD OF STANDARDS AND PROVISION (DLS) -

The Director of Learning and Skills in presenting the report stated that the report had been approved by Cabinet at its meeting on 17<sup>th</sup> December, 2018, subject to the Call-In provisions.

The report outlined that the proposed Head of Service position would lead on the following areas:

- School Improvement related matters and client relationship management in relation to the Central South Consortium
- Early Years Education in non-maintained settings
- Early Years Partnership
- Behaviour Management
- Engagement and Progression: Young People not in, or at risk of not being in education, employment or training (NEET)
- Pupil Referral Unit and commissioned services for inclusion
- SEREN Programme
- Vulnerable Groups (Children Looked After (CLAR), Gypsies and Travellers, minority ethnic groups, refugee and asylum seekers, young carers, young offenders, learners educated otherwise than at school, learners with English as an additional language)
- Youth services – including universal and targeted provision, ESF projects and participation
- Post 16 strategy

Following the Cabinet decision the Committee was therefore requested to approve the arrangements to progress the recruitment process and associated arrangements for the permanent appointment to the new post in accordance with the Council's normal recruitment and selection procedures.

On the basis of the above it was proposed to advertise the post (both internally and externally) between the 8th and 22nd January 2019 with a view to concluding final interviews during February/March 2019.

A copy of the proposed draft job description and person specification was attached for the information of the Committee at Appendix A and B to the report respectively.

The Human Resources Organisational Development team would support an exercise to identify an appropriate assessment process and where necessary, engage an appropriate organisation to undertake assessment centre/psychometric testing ensuring best value for money.

Having fully considered the report it was subsequently

**RESOLVED - T H A T** the recruitment and selection arrangements and all the documentation appended to the report be approved, it being noted that the approval would be subject to the Council's Call-In procedure.

No.

Reason for decision

To ensure the appointment was progressed in accordance with the requirements of the Council's Constitution.

608 RECRUITMENT AND SELECTION ARRANGEMENTS FOR THE HEAD OF HOUSING AND BUILDING SERVICES (DEH) -

The Director of Environment and Housing advised Members that at the Senior Management Appointment Committee on 24<sup>th</sup> September, 2018 arrangements to fill the position of the Head of Housing and Building Services in the Directorate of Environment and Housing had been agreed. In accordance with the instructions of the Committee following that meeting the post of Head of Housing and Building Services was advertised internally with a closing date of 9th October 2018.

Two applications had been received and again in accordance with the process agreed by Members of the Committee the applications had been assessed with one applicant being considered suitable to be brought before the Committee for interview.

The Committee was requested to consider appointment to the post of Head of Housing and Building Services on the basis of a 10 minute verbal presentation and interview under Part II of the agenda.

RESOLVED - T H A T the shortlisted candidate be interviewed under Part II of the agenda.

Reason for decision

As part of the recruitment and selection arrangements and in accordance with the Council's Constitution.

609 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 items of business on the grounds that they involve the likely disclosure of exempt information 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.

610 RECRUITMENT AND SELECTION ARRANGEMENTS FOR THE HEAD OF HOUSING AND BUILDING SERVICES (DEH) (EXEMPT INFORMATION - PARAGRAPHS 12, 13 AND 14) -

The Director of Environment and Housing provided Members with copies of the application forms and scoring sheets for the interview process.

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Following the interview process which took the form of a presentation and a question and answer session the Senior Management Appointment Committee

RESOLVED - T H A T Mr. M. Ingram be appointed to the post of Head of Housing and Building Services at Point 3 on the Vale of Glamorgan's Head of Service salary scale, with the appointment to commence from 19<sup>th</sup> December, 2018.

Reason for decision

Following the interview of the applicant for the position of Head of Housing and Building Services.