

No.

SENIOR MANAGEMENT APPOINTMENT COMMITTEE

Minutes of a meeting held on 17th December, 2021 in the Council Chamber.

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

Present: Councillor N. Moore (Chair); Councillor L. Burnett (Vice-Chair); Councillors G.D.D. Carroll, R. Crowley, S.M. Hanks and J.W. Thomas.

691 ANNOUNCEMENT –

Prior to the commencement of the business of the Committee, the Chair informed all present that it had been the intention to webcast the meeting but due to a technical issue that morning this was unable to be arranged. The Principal Democratic Services Officer also advised all present that in line with the Council's Procedure for such meetings, the minutes of the meeting would be available on the website as soon as possible after the meeting.

692 MINUTES –

RESOLVED – T H A T the minutes of the meetings held on 20th June, 2019 and 12th October, 2021 be approved as a correct record.

693 DECLARATIONS OF INTEREST –

No declarations were received.

694 RECRUITMENT AND SELECTION ARRANGEMENTS FOR THE 3 LAY MEMBER POSITIONS ON THE GOVERNANCE AND AUDIT COMMITTEE (MD) –

The Managing Director, in presenting the report, stated that under the Local Government and Elections (Wales) Act 2021 there was a requirement by May 2022 that one third of the membership of the Governance and Audit Committee (G and A) be made up of lay persons and that the member appointed as Chair must be a lay member. The Council meeting held on 20th September, 2021 had therefore agreed that the membership of the G and A Committee comprise of 6 Elected Members and 3 lay members. The Head of the Regional Internal Audit Service had assessed the five applications received against the criteria and at paragraph 2.2 of the report recommended that all of the applicants be invited for interview on a date to be scheduled in January 2022.

RESOLVED –

(1) T H A T the recruitment and selection arrangements in relation to the three Lay Member positions on the Governance and Audit Committee (positions to become effective post the Annual Meeting in May 2022) be approved.

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- (2) T H A T the five applicants be invited for interview.

Reasons for decisions

- (1) To ensure the appointment was progressed in accordance with the requirements of the Council's Constitution.
- (2) To invite the applicants to interview.

695 RECRUITMENT AND SELECTION ARRANGEMENTS FOR THE DIRECTOR OF CORPORATE RESOURCES AND DIRECTOR OF PLACE (MD) –

The report set out the recruitment and selection arrangements proposed for the position of Director of Corporate Resources and the Director of Place. Attached at Appendices A and B were the role profiles and responsibilities for each of the positions. Councillor Carroll, in acknowledging that there had been differences of opinion when the positions had been considered at previous meetings of the Council, stated that he was happy to support the way forward following the approval of the positions at Full Council. Councillor Burnett drew attention to the role of the Director of Place, referring to a key element of the role being the development of partnership working and recognised the substantial and comprehensive responsibilities the position would hold as detailed in the Appendix B to the report .

RESOLVED – T H A T delegated authority be granted to the Head of Human Resources and Organisational Development, in consultation with the Managing Director and Leader of the Council, to progress:

- advertising for the two posts,
- the necessary arrangements for long-listing and any necessary assessment of candidates in advance of shortlisting,
- drawing up a final short-list for interview, the interview of which would be undertaken by a future meeting of the Committee, and to
- agree costings and resource requirements relating to the processes required to pursue the recruitment and selection process.

Reasons for decision

- (1) To ensure the appointment was 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.

696 RECRUITMENT AND SELECTION ARRANGEMENTS FOR THE HEAD OF FINANCE / SECTION 151 OFFICER (MD) –

In accordance with the Committee's decision on 12th October, 2021 the position of Head of Finance / Section 151 Officer had been advertised accordingly. The report

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set out the final interview schedule for the position with it being noted that following an assessment process undertaken by the Head of Human Resources in consultation with the Managing Director, it had been determined to invite candidate(s) to attend for interview on 17th December, 2021 the details for which could be found under the separate Part II report on the agenda.

The Leader, having regard to a query referred to in an email to Members of the Committee by a member of the public, who was also seated in the public gallery, regarding the position of an interim section 151 officer, advised the Committee that Ms. Carolyn Michael (Deputy Section 151 Officer) had been appointed as the Council's Interim Head of Service / Section 151 officer via use of the Managing Director's Emergency Powers until the position of Head of Finance / Section 151 Officer could be filled.

Having fully considered the report, it was unanimously

RESOLVED –

(1) T H A T interviews in relation to the post of Head of Finance / Section 151 Officer be agreed as outlined within the report.

(2) T H A T residual appointment details, as appropriate, be delegated to the Managing Director, in consultation with the Leader, if a suitable applicant was confirmed by Members.

Reasons for decisions

(1) To ensure an appointment to the post was conducted in accordance with the Council's Constitution.

(2) To ensure that all Council functions were met within this area.

697 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 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.

698 RECRUITMENT AND SELECTION ARRANGEMENTS FOR THE HEAD OF FINANCE / SECTION 151 OFFICER (MD) (EXEMPT INFORMATION – PARAGRAPH 15) –

The Managing Director provided the Committee with a verbal outcome of the long listing process and the preliminary assessments for each of the candidates advising that a candidate had been considered for interview by the Committee.

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Following the Committee interview which comprised of a verbal presentation to a pre-set question and a question and answer session by Members of the Committee, it was unanimously

RESOLVED –

(1) T H A T MB be appointed to the position of Head of Finance / Section 151 Officer.

(2) T H A T any residual appointment details, as appropriate, be delegated to the Managing Director, in consultation with the Leader.

Reasons for decision

(1) To ensure an appointment to the post was conducted in accordance with the Council's Constitution.

(2) To ensure that all Council functions were met within this area.