

Meeting of:	Senior Management Appointment Committee
Date of Meeting:	Friday, 09 January 2026
Relevant Scrutiny Committee:	No Relevant Scrutiny Committee
Report Title:	Recruitment to Head of Strategy, Community Learning & Resources
Purpose of Report:	To consider and recommend the initial stages in the recruitment to the post of Head of Strategy, Community Learning & Resources within the Directorate of Learning and Skills
Report Owner:	Rob Thomas, Chief Executive
Responsible Officer:	Rob Thomas, Chief Executive
Elected Member and Officer Consultation:	Colleagues from the Human Resources and Organisational Development Service have been engaged in the production of this report.
Policy Framework:	This is a matter for the Senior Management Appointment Committee as will subsequent stages in the process.
Executive Summary: - To consider the initial stages in the process to recruit on an interim basis of up to 18 months to the post of Head of Strategy, Community Learning and Resources. - The report seeks to recruit to the post by basis of an interim appointment on a secondment or fixed term basis until 1 August 2027 (18 months), given the recent recruitment of the current postholder to another role (on an interim basis) within the authority. - Once the recruitment process is started, subject to agreement of this Committee, the next stages will be brought back to this Committee for recruitment to the post.	

Recommendations

1. That the content of this report be noted and that recruitment to the post of Head of Strategy, Community Learning and Resources be progressed on an interim basis until 1 August 2027 (18 months).
2. That in pursuance of recommendation 1, delegated authority be granted to the Chief Executive, in consultation with the relevant Cabinet Member, Service Director and Head of Human Resources and Organisational Development to progress:
 - a. advertising the position, to include producing a recruitment pack and progressing any necessary amendments to the current job description and person specification;
 - b. progressing the necessary arrangements for long-listing and any necessary assessment of candidates in advance of shortlisting, should this be considered appropriate and necessary;
 - c. drawing up a final short-list for interviews, the interviews of which will be undertaken by future meetings of this Committee, and to;
 - d. agree costings and resource requirements relating to the processes required to pursue the recruitment and selection processes.

Reasons for Recommendations

1. To allow commencement of the recruitment process to the post.
2. To allow all the necessary arrangements to be made at pace and as appropriate and to allow further consideration by this Committee as the recruitment process is progressed.

1. Background

- 1.1 Members of this Committee will be aware that the post of Head of Strategy, Community Learning and Resources will shortly become available after an internal recruitment of the current postholder to another role within the authority on an interim basis until 1st August 2027 (18 months).
- 1.2 The role will therefore need to be filled on an interim basis from 2 February 2026 or as soon as possible thereafter given that this is the date that has been agreed for the current postholder to move into their new interim role.

2. Key Issues for Consideration

- 2.1 Authority is sought for the Chief Executive to commence the recruitment process on an interim basis until 1st August 2027 (18 months). This will involve producing a recruitment pack and an advertisement as well as reviewing the current job description and person specification.

2.2 On the basis of the above it is proposed to advertise the post (both internally and externally) as soon as practically possible. It is likely that this process will commence as soon as possible after this Committee meeting, subject to agreement of the Committee. In progressing the process, Members are asked to acknowledge that any recruitment will need to be on an interim basis and that this may well allow the consideration of a secondment opportunity or fixed term contract.

2.3 In order to expedite recruitment, the Committee is requested to delegate responsibility for agreeing the following to the Chief Executive in consultation with the relevant Cabinet Member, Service Director and Head of Human Resources and Organisational Development:

- Advertising which will include producing a recruitment pack and progressing any necessary amendments to the current job description and person specification
- long-listing for any assessment process
- subsequent shortlisting, in advance of the final interviews with Senior Management Appointment Committee at future meetings.

In conjunction with the Chief Executive and relevant Service Directors, Human Resources and Organisational Development will undertake an exercise to identify appropriate assessment processes and where, and if necessary, undertake assessment centre/psychometric testing.

If these delegations are agreed, the Senior Management Appointment Committee will be requested to conduct final interviews once shortlists are arranged.

2.4 Interviews will be conducted under "Part II" provisions of Access to Information legislation and Assessment forms will be provided at the Final Interview for Members to complete as part of the assessment.

3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?

3.1 The post will require partnership working and collaboration with a number of stakeholders and partners. The key to the success of the Authority is our ability to transform and continue to change the way services are delivered. An interim arrangement will assist in this regard and ensure we explore all opportunities for working in partnership and collaboration for the benefit of our communities.

4. Climate Change and Nature Implications

4.1 There are no Climate Change and Nature Implications as a direct result of this report and process.

5. Resources and Legal Considerations

Financial

- 5.1** The funding for the post is already included in the Council's budget given that the post is part of the establishment. As a consequence, no additional funding is required.

Employment

- 5.2** No direct implications other than those specified in the report.

Legal (Including Equalities)

- 5.3** This recruitment process will be compliant with Local Government, Employment and Equalities legislation. The recruitment process will also be managed in accordance with the Council's equality proofed recruitment and selection policy and the provisions of the Local Authorities (Standing Orders) (Wales) Regulations 2014.

6. Background Papers