

Meeting of:	Senior Management Appointment Committee
Date of Meeting:	Tuesday, 27 October 2026
Relevant Scrutiny Committee:	No Relevant Scrutiny Committee
Urgent Decision Procedure Used (If yes, why)	N/A
Item Type	Part I
Report Title:	Recruitment and Selection Arrangements for the Permanent Appointment of Chief Executive
Portfolio Holder:	Executive Leader and Cabinet Member for Performance and Resources
Strategic Leadership Team:	Chief Executive
Lead Officer:	Chief Executive

1. What is this report about?

- 1.1 A Senior Management Appointment Committee approval is sought to commence the recruitment and selection process for the permanent appointment of Chief Executive, following notification of retirement by the current postholder.
- 1.2 It is proposed that the process is managed by the Council's Human Resources and Organisational Development Team, using the approach successfully adopted for previous senior appointments. A consultant will be engaged through Solace to provide impartial advice and support during the assessment process.
- 1.3 The report seeks approval for internal and external advertising and delegated authority to progress recruitment arrangements in advance of final interviews by this Committee. The appointment will be subject to Full Council approval before an offer is made.

2. What are the Recommendations?

	Recommendations – What and How?	Reason for Recommendation – Why?
2.1	T H A T Senior Management Appointment Committee approves the commencement of an internal and external recruitment process for the permanent appointment of Chief Executive.	To secure continuity of statutory and strategic leadership following the current postholder's intention to leave.

	Recommendations – What and How?	Reason for Recommendation – Why?
2.2	T H A T the Committee approves the Council-led recruitment and assessment arrangements set out in this report, including the engagement of a consultant through Solace.	To build on the Council's established senior appointment approach and provide an impartial external contribution.
2.3	THAT delegated authority is granted to the Chief Executive, in consultation with the Leader, Head of HR and Organisational Development and Head of Legal and Democratic Services (Monitoring Officer), to progress advertising, longlisting, assessment and shortlisting, and agree the Solace consultant's engagement and associated costs within approved budgets.	To progress the preparatory stages in advance of final interviews by this Committee.
2.4	THAT the Committee undertakes final interviews and recommends a preferred candidate to Full Council for approval before an offer is made.	To meet the approval requirements for the appointment of a Chief Executive.

3. What is the background to this report?

- 3.1 The Chief Executive has notified the Council of their intention to leave their role on 31st May 2027. The position is an existing permanent post within the Council's senior management structure.
- 3.2 The Council is required to appoint a Chief Executive under Section 54 of the Local Government and Elections (Wales) Act 2021. The role provides strategic leadership for the Council's workforce and organisation and supports elected Members in the delivery of the Council's priorities.
- 3.3 It is therefore necessary to commence recruitment in sufficient time to provide continuity of leadership and allow for the successful candidate's notice period and an appropriate handover period.
- 3.4 The role profile has been reviewed to reflect Vale 2030, Reshaping and current leadership expectations, while retaining the statutory responsibilities of the post.

4. What issues are there to be considered?

- 4.1 It is proposed to advertise the post both internally and externally through established recruitment channels, paid advertisement and relevant professional networks to attract a suitably qualified and diverse field of candidates.
- 4.2 Human Resources and Organisational Development will manage the recruitment exercise directly. The appointment of a recruitment agency is not proposed. A consultant will be engaged through Solace to provide impartial external advice and support, with the scope of

involvement and fee agreed in accordance with the Council's procurement requirements.

- 4.3 Candidates will be assessed against the agreed role profile through a robust and impartial selection process. The detailed assessment arrangements will be developed to reflect the responsibilities of the post and the Council's values and leadership expectations.
- 4.4 The proposed process will include longlisting, an initial interview, relevant candidate assessment and stakeholder engagement, followed by final interviews with this Committee. Psychometric assessment may be used to supplement other assessment evidence.
- 4.5 Assessment will be undertaken against agreed criteria, with evidence recorded consistently. The Solace consultant will provide an impartial advisory contribution; the appointment decision will remain with Members. Reasonable adjustments and candidates' Welsh language preferences will be accommodated throughout the process.
- 4.6 To progress recruitment, the Committee is requested to delegate the preparatory arrangements to the Chief Executive, in consultation with the Leader, Head of Human Resources and Organisational Development and Head of Legal and Democratic Services (Monitoring Officer). The delegation and any required Member involvement in shortlisting will be confirmed against the Constitution before advertising. Conflicts of interest will be declared and managed.
- 4.7 The proposed recruitment timetable is set out below. Dates will be confirmed having regard to the leave date, candidate availability, notice periods and the dates of Committee and Full Council meetings.

Stage	Proposed timing or dependency
SMAC approval	27 th October 2026
Advertising internally and externally	30 Nov 2026 – 31 Dec 2026
Longlisting of CVs	w.c 04 Jan 2027
Initial assessment	w.c 25 Jan 2027
Final shortlisting and SMAC interviews	w.c. 15 February 2026
Full Council approval	March 2027
Offer and pre-employment checks	After Council approval; appointment subject to satisfactory checks

- 4.8 Timescales may be adjusted subject to market conditions and candidate availability.

5. How has evidence been used to inform the report, including the views of others?

- 5.1 The proposed arrangements draw on the Council's successful approach to previous senior appointments.
- 5.2 The assessment proposals reflect the requirements of the Chief Executive role profile and the Council's priorities for strategic leadership, organisational culture and delivery.

5.3 Relevant Cabinet Members, Strategic Leadership Team colleagues and Head of Human Resources and Organisational Development, Head of Legal and Democratic Services (Monitoring Officer) have contributed to shaping the proposed approach.

6. What are the next steps if the recommendations are approved?

- 6.1 Subject to approval, Human Resources and Organisational Development will finalise the recruitment materials, assessment arrangements and timetable, and progress advertising and engagement of the Solace consultant under the agreed delegation.
- 6.2 Following the initial assessment stages, this Committee will undertake final interviews and recommend a preferred candidate to Full Council for approval.
- 6.3 Following Full Council approval, an offer will be made subject to satisfactory pre-employment checks. A start date and handover arrangements will then be agreed. If no appointable candidate is identified, further proposals will be presented to the Committee.

7. How does this report support Vale 2030 and Reshaping?

- 7.1 The appointment will secure continuity in the Council's statutory Chief Executive role and provide organisational leadership to support elected Members in delivering Vale 2030, any future strategic plan and the Council's Reshaping programme.
- 7.2 Section 54 of the Local Government and Elections (Wales) Act 2021 requires the Chief Executive to keep under review the co-ordination of the Council's functions. These responsibilities connect the Council's strategic priorities with the resources and organisational capacity required to deliver them.
- 7.3 The appointment will also support continuity in the electoral responsibilities associated with the post, including electoral registration and the impartial administration of elections.
- 7.4 The Council's values of Open, Together, Ambitious and Proud will inform the role requirements and the assessment arrangements to be agreed with relevant Members and officers.

8. How does this demonstrate the Five Ways of Working?

- 8.1 Long Term – The permanent appointment will support sustained strategic leadership and organisational resilience.
- 8.2 Prevention – Timely recruitment will reduce the risk of a leadership gap and support continuity of governance and service delivery.
- 8.3 Integration – The role connects corporate priorities, resources, workforce planning and service delivery.
- 8.4 Collaboration – The assessment process will consider candidates' ability to work effectively with Members, colleagues and partners.
- 8.5 Involvement – Structured stakeholder engagement will inform candidate assessment.

Resources

9. Finance

- 9.1 Appointment will be at the existing Chief Executive spot salary of £161,327 per annum (subject to any national, annual pay award) and on the applicable Joint Negotiating Committee for Chief Executives terms and conditions. No change to the salary is proposed, over and above any pay awards.
- 9.2 Recruitment costs will comprise advertising, translation, the Solace consultant's fee and any separately commissioned assessment. No recruitment agency fee will be incurred. Costs will be agreed within approved budgets and in accordance with procurement requirements.

10. Workforce

- 10.1 The recruitment exercise is for one existing permanent post. HR and Organisational Development will co-ordinate the process, supported by Legal and Democratic Services, participating assessors and the Solace consultant.

11. Legal and Equalities

- 11.1 **Does an Equalities Impact Assessment need to be completed? If not, why?** An Equalities Impact Assessment has not been completed, as this is an existing post.

12. Key Contacts

- 12.1 Who are the primary officers to contact with any comments and/or queries on the report?

Lead Officer: Rob Thomas, Chief Executive	Democratic Services Officer: James Langridge-Thomas, Operational Manager (and Statutory Head of) – Democratic Services, jlalgridge-thomas@valeofglamorgan.gov.uk
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Appendix

Appendix A – Chief Executive Role Profile

Chief Executive - Role Profile

As Chief Executive, you'll lead the Council's workforce and organisation, working with elected members to turn our shared ambitions into better outcomes for the Vale of Glamorgan. You'll bring clear direction, sound judgement and a way of leading that earns trust and helps others succeed. This profile sets out the responsibilities and the values and behaviours essential to fulfilling them.

Role Title	Chief Executive
Location	Civic Offices, Barry, with a visible presence across the Vale of Glamorgan and travel for regional and national responsibilities.
Responsible for:	Leadership of the Council's workforce and Strategic Leadership Team.
Key Relationships:	Leader, Cabinet and all elected members; Strategic Leadership Team; Head of Legal/Monitoring Officer and Head of Finance/Section 151 Officer; colleagues and trade unions; residents and community organisations; businesses; schools and governing bodies; public service and regional partners; regulators; Welsh Government and other relevant national bodies.
Statutory Role:	Chief Executive appointed under section 54 of the Local Government and Elections (Wales) Act 2021. Electoral appointments are described separately below.

Why this role matters:

The Vale brings together coastal communities, towns and villages, rural landscapes and opportunity. People's experiences and needs differ across our communities. You'll help us understand those differences, build on local strengths and focus our efforts where they can make the greatest difference.

Vale 2030 sets our direction: Strong Communities with a Bright Future. You'll bring together the work of our directorates, schools and partners to deliver its five objectives. Alongside elected members, you'll help us respond to financial pressures and changing needs while keeping our ambitions for the Vale of Glamorgan firmly in view.

Values-led leadership has been central to the Council's success. You'll build on that foundation and take personal responsibility for the culture your leadership creates. Through your everyday decisions and relationships, you'll help people feel respected, confident to contribute and able to do their best work. You'll carry our values into difficult choices as well as shared achievements, so that how we work supports the outcomes our communities need.

How the role operates

You will maintain a visible presence across the Council, the wider Vale of Glamorgan and beyond, build relationships with communities and colleagues. The role involves evening commitments, travel and availability appropriate to senior and strategic leadership and emergency responsibilities. Arrangements should support effective delivery and sustainable working.

This is a politically restricted post. You will maintain political impartiality and the highest standards of professional conduct, confidentiality and integrity.

You will fulfil applicable corporate policies and responsibilities, including safeguarding, health and safety, equalities, information governance and financial and contract rules, and undertake other duties consistent with the nature and level of the role.

How you will lead at the Vale:

Our values are Open, Together, Ambitious and Proud. Your behaviour sets the example for the whole Council. We'll expect you to demonstrate these values consistently, including when resources are stretched, views differ or difficult decisions are needed. They will shape how you lead people, fulfil your responsibilities and earn public trust.

	Behaviour	What it means to this role:
Ambitious	Forward thinking, embracing new ways of working and investing in our future	○ Help people see what we can achieve together and the part they play. ○ Make thoughtful, timely decisions and encourage ideas that improve services. ○ Support learning and responsible innovation, while setting clear expectations and realistic priorities. ○ Keep long-term wellbeing in view when responding to immediate pressures.
Open	Open to different ideas and being accountable for the decisions we take	○ Be approachable and listen with curiosity. ○ Seek views that challenge your own and respond constructively when concerns are raised. ○ Give honest, impartial advice and explain difficult choices clearly. ○ Own mistakes, act on feedback and change course when evidence shows a better way.
Together	Working together as a team that engages with our customers and partners, respects diversity and is committed to quality services.	○ Build trust across roles, services and communities. ○ Involve people early enough to influence decisions and follow through on what you agree. ○ Help the Strategic Leadership Team take shared responsibility for the whole Council. ○ Work constructively with members, colleagues, trade unions and partners, respecting different roles and perspectives.

	Behaviour	What it means to this role:
Proud	Proud to serve our communities and to be part of the Vale of Glamorgan Council.	○ Show care for the Vale of Glamorgan and the people we serve. ○ Recognise others' contributions, share credit and celebrate progress with humility. ○ Set an example of integrity, fairness and reliable service. ○ Take responsibility for improving behaviour across the Council. ○ Have and demonstrate a public sector ethos through values-based leadership

Be visible and build trust: Spend time with colleagues and communities, including frontline teams and schools. Listen to and understand their experience and make it easy to raise questions or concerns. Explain what you've heard, what will happen next and why. Build confidence through consistent behaviour and by doing what you say you'll do.

Combine compassion with accountability: Recognise the human impact of change. Be honest about uncertainty and the choices we face, give people time to understand and contribute, and provide clear direction. Hold respectful, timely conversations about performance and behaviour, offering support while following through on standards and commitments.

Enable others to lead: Set clear priorities and give others the authority, support and confidence to lead. Coach colleagues from across the Council and value expertise at every level. Invite constructive disagreement and respond to mistakes with fair accountability and learning. Challenge exclusion, inappropriate behaviour and discrimination, and recognise people who put our values into practice.

Lead beyond your own organisation: Put shared outcomes for communities at the heart of partnership working. Work through differences with patience and integrity, share credit and honour commitments. Bring people together around challenges that no organisation can resolve alone, while remaining clear about the Council's responsibilities.

Job Description:

As the Chief Executive, you will:

Direction and delivery

- Act as the Council's principal adviser on overall policy, strategy and management. Build trusted relationships with the Leader, Cabinet and all elected members, providing timely, impartial advice that makes evidence, options, implications and risks clear.
- Work with the Strategic Leadership Team to turn agreed Council priorities into shared outcomes, clear responsibilities and achievable plans. Bring Corporate Plan, annual commitments, directorate plans, budgets and workforce planning together. Enable directors to lead delivery within their responsibilities, while retaining accountability for overall organisational performance.
- Build a strategic team that works across services to deliver all the Corporate Plan objectives. Help leaders resolve competing demands, remove barriers and take shared responsibility for the whole Council, considering how decisions affect other services and communities.
- Work with members, colleagues and partners to embed long-term thinking, prevention, integration, collaboration and involvement in strategy and delivery. Ensure the well-being of future generations informs decisions alongside immediate needs.
- Agree with service leaders how progress will be reviewed, drawing on performance evidence and the experiences of residents and colleagues. Create open conversations about results, risk and learning. Support effective scrutiny, providing support and constructive challenge.

Financial sustainability and public value

- Work with the Section 151 Officer and Chief Officers to shape a sustainable financial future. Align service ambitions with the medium-term financial position and provide members with clear, impartial advice on the choices available and their implications for communities.
- Hold senior and service leaders accountable for effective use of public money, people, assets and technology within their responsibilities. Agree clear budget ownership and seek assurance on monitoring and action to address pressures. Support leaders to resolve issues that cross service boundaries.
- Help members and senior colleagues understand the consequences of financial choices, including effects on access, inequalities, safeguarding, colleagues and future demand. Challenge and seek assurance that savings and investment proposals use sound evidence and realistic assumptions.
- Enable service leads and partners to identify and secure external funding and investment that support agreed priorities. Provide strategic challenge and oversight of partnership and delivery options, considering affordability, risk and lasting community benefits.

Reshaping services for the future

- Provide strategic leadership for the Reshaping Programme and wider improvement work, with the Strategic Leadership Team taking shared ownership. Agree outcomes and priorities, support service leaders to involve colleagues and communities, and hold them accountable for sustainable services and better resident experiences.
- Create the conditions for service leaders to rethink how work is organised around community needs. Encourage them to draw on colleagues' and communities' ideas, work across boundaries and build the skills and confidence needed for lasting improvement. Help resolve barriers beyond individual services.

- Enable colleagues to use digital tools, data and appropriate innovation to make services simpler and more effective. Encourage collaboration and informed testing, and seek assurance that inclusion, information security, ethical use and appropriate human oversight are built into delivery.
- Agree realistic change priorities with the senior team, taking account of impact and capacity. Give leaders clear ownership of delivery and benefits, with agreed milestones and review arrangements. Support learning from testing and challenge leaders to adjust or stop activity that is not achieving its intended outcomes.

People and organisational culture

- Build and develop a Strategic Leadership Team that models our values and takes shared responsibility for Council outcomes. Give colleagues the space to lead, review progress together and address issues consistently. Make respectful challenge and mutual support part of how the team works.
- Work with senior leaders to turn the People Strategy into shared commitments that connect workforce capacity, skills and leadership development with future service needs. Hold leaders accountable for succession planning, career pathways and opportunities for new and emerging talent across their services.
- Model and expect leadership that makes engagement, inclusion and wellbeing part of everyday work. Listen to colleagues and work with senior leaders to respond to feedback. Enable leaders to help people understand their contribution to Vale 2030 and influence improvements.
- Build constructive relationships with recognised trade unions. Ensure effective social partnership, meaningful involvement in strategic change and fair employment practice.
- Hold senior leaders accountable for a respectful workplace, effective management, regular development and performance conversations, appropriate workloads and safe working arrangements. Support them to recognise progress and address behaviour that undermines trust, inclusion or wellbeing. Take personal action where issues require your leadership.

Communities and partnership working

- Work with colleagues to keep residents' experiences central to service decisions. Champion the value and worth of public services and hold leaders accountable for reliable everyday services, clear information and a helpful, respectful response. Ensure commitments are realistic and delivery is reviewed.
- Champion meaningful community involvement and enable leaders to build it into priorities and services. Expect them to seek perspectives beyond those most often heard, address barriers to participation and explain how involvement has shaped decisions.
- Build purposeful relationships with public services, education, businesses, the voluntary sector and town and community councils, with agreed outcomes and clear accountability.
- Work through relevant local, regional and national arrangements, including the Public Services Board, Cardiff Capital Region and national fora, to improve wellbeing, reduce inequalities and support sustainable prosperity.
- Represent the Council with credibility and pride across Wales and beyond. Work with elected members and politicians at all levels to speak up for the Vale of Glamorgan, build confidence in our ambitions and secure opportunities that benefit our communities.

Governance assurance and resilience

- Protect the integrity of democratic decision-making through impartial advice, constructive member and officer relationships, and respect for their distinct roles.

- Work closely with the Head of Legal/Monitoring Officer and Head of Finance/Section 151 Officer, respecting their independent statutory responsibilities and ensuring concerns are escalated and addressed.
- Hold service leaders accountable for effective arrangements within their responsibilities and seek corporate assurance on risk, audit, scrutiny, performance, health and safety, safeguarding, equalities, information governance and compliance with the Council's Constitution. Address gaps that require action across the organisation.
- Set the expectation of an open, constructive response to regulatory findings, complaints and concerns. Agree ownership of improvements with the relevant leaders, support them to act and review progress. Make it safe to raise issues and intervene where risks or progress require your leadership.
- Provide strategic leadership for preparedness, response and recovery during major incidents and disruption. Work with senior leaders and partners to ensure clear responsibilities, effective emergency planning and business continuity, and confidence in the Council's readiness.
- Champion Welsh language duties and opportunities to use Welsh. Hold senior leaders accountable for embedding equality, fairness, climate and environmental responsibilities in planning, investment and delivery, supported by appropriate advice and assurance.

Statutory and electoral responsibilities

Chief Executive duties:

- Fulfil the Chief Executive functions under section 54 of the Local Government and Elections (Wales) Act 2021. Keep under review the co-ordination of Council functions; financial planning, asset management and risk management; staffing numbers and grades; and arrangements for staff organisation, appointment, management, training and development.
- Where appropriate, report proposals on these matters to the Council and arrange for the report to be sent to every member as soon as reasonably practicable. Work within the Council's Constitution and applicable statutory requirements.

Returning Officer and Electoral Registration Officer:

- Undertake the Returning Officer and Electoral Registration Officer responsibilities for which you are formally appointed or designated, recognising their distinct statutory accountability. Ensure that electoral registration, elections and referendums within your remit are administered lawfully, impartially, securely and accessibly.
- Ensure appropriate electoral planning, resources, staffing, training and quality assurance, working closely with the electoral services team and relevant partner authorities.
- Protect the integrity of the electoral process and put voters' access and experience at the centre of arrangements, with clear information for candidates and agents.
- Ensure robust arrangements for electoral registers and absent voting, nominations, polling, postal votes, verification, counting and required returns, as applicable to each appointment.
- Appoint or arrange the appointment of deputies as permitted by the relevant legislation, with clear responsibilities and appropriate support.
- Keep abreast of electoral reform and applicable Electoral Commission guidance. Plan for cross-boundary and constituency responsibilities where designated.

In addition to the duties set out above, the postholder will be required to undertake such additional duties which may result from changing circumstances, but which may not of necessity change the general character or level of responsibility accorded to the post.

Person Specification

	Essential	Desirable	Assessment Method
Experience	• Successful senior and strategic leadership in local government or a comparable organisation delivering complex public services within a statutory framework. Experience of democratic or political accountability, public scrutiny and stewardship of significant public resources. • Responsibility across services and for significant people and financial resources, with evidence of turning strategy into lasting improvements through others. • Leading substantial change and making difficult resource decisions, involving people and balancing financial sustainability with service quality and statutory responsibilities. • Developing senior teams, strengthening organisational culture and preparing the workforce for future needs. • Achieving shared outcomes with partners and building constructive relationships with elected members, trade unions or workforce representatives.	• Regional or national collaboration, shared investment or influencing policy and funding. • Improving community outcomes through prevention, involvement, regeneration or environmental sustainability. • Enabling improvements through digital tools, data and service redesign. • Leadership of elections or electoral registration.	CV & Cover Letter Selection Activities
Knowledge	• Good knowledge of Welsh local government arrangements, democratic accountability and the distinct responsibilities of elected members and officers.	• Detailed knowledge of Welsh public service funding, policy and regional partnership arrangements. • The distinct accountability attached to Returning Officer and	CV & Cover Letter Selection Activities

	Essential	Desirable	Assessment Method
	• Appreciation of the Chief Executive's statutory duties and the independent responsibilities of the Monitoring Officer and Section 151 Officer. • Financial sustainability, workforce planning, governance, safeguarding, risk and organisational resilience. • Full understanding of the breadth of council services and how they work together to meet community needs. • Future generations, social partnership, equality and Welsh language responsibilities, including their implications for leadership and service delivery.	Electoral Registration Officer appointments	
Skills and Behaviours	• Strategic judgement and courage: makes thoughtful, timely decisions, gives impartial advice and addresses difficult issues with fairness and clarity. • Compassion and self-awareness: understands the impact of their behaviour, listens without becoming defensive and adapts their approach in response to feedback. • Trust and inclusion: is visible and approachable, treats people with respect across roles and backgrounds, follows through on commitments and acts on concerns. • Shared leadership: agrees outcomes and responsibilities, trusts others' expertise, delegates authority appropriately and builds their confidence to lead. Coaches, removes barriers,		CV & Cover Letter Selection Activities

	Essential	Desirable	Assessment Method
	invites challenge and balances support with accountability, intervening when needed. • Communication and influence: makes complex choices understandable, builds constructive relationships and helps people see their contribution to shared ambitions. • Integrity and learning: owns mistakes, shares credit, encourages improvement and maintains professional standards and respectful behaviour under pressure.		
Qualifications and training	• Demonstrates the knowledge and judgement required through relevant qualifications, equivalent learning or substantial relevant experience. • Evidence of continued professional and executive leadership development, including learning from feedback and experience.	• A relevant professional or postgraduate leadership or management qualification.	CV & Cover Letter Selection Activities
Other (please specify)	• Understanding of the Council's Welsh language responsibilities and the ability to lead their delivery, strengthening bilingual services and opportunities for colleagues and communities to use Welsh. • Personal and professional credibility • Drive, energy, and enthusiasm to sustain an extensive agenda.	• Ability to understand and speak Welsh in conversations relevant to the role with colleagues, residents and partners. Support is available to develop or strengthen Welsh language skills.	CV & Cover Letter Selection Activities

	Essential	Desirable	Assessment Method
	• Capacity to work outside of normal office hours and attend evening meetings as and when required. • Ability to drive/travel throughout the Vale or between locations as appropriate.		