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Bridgend County Borough Council
Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr



Civic Offices, Angel Street, Bridgend, CF31 4WB / Swyddfeydd Dinesig, Stryd yr Angel, Pen-y-bont, CF31 4WB

Legal and Regulatory Services /
Gwasanaethau Cyfreithiol a Rheoleiddiol
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Ask for / Gofynnwch am: Andrew Rees

Our ref / Ein cyf:
Your ref / Eich cyf:

Date / Dyddiad: 6 Tachwedd 2014

Dear Councillor,

APPOINTMENTS COMMITTEE

A meeting of the Appointments Committee will be held in Committee Rooms 2/3, Civic Offices Angel Street Bridgend CF31 4WB on **Dydd Mercher, 12 Tachwedd 2014 at 4.00 pm.**

AGENDA

1. Ymddiheuriadau am absenoldeb
To receive apologies for absence (to include reasons, where appropriate) from Members / Officers.
2. Datganiadau o fuddiant
To receive declarations of personal and prejudicial interest (if any) from Members/Officers in accordance with the provisions of the Members' Code of Conduct adopted by Council from 1 September 2008.
3. Cymeradwyaeth Cofnodion 3 - 12
To receive for approval the minutes of the meeting of the Appointments Committee of 10 & 26 February and 13 June 2014.
4. Exclusion of the Public
The Minutes relating to the following item are not for publication as they contain exempt information as defined in Paragraphs 12 of Part 4 and Paragraph 21 of Part 5, Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007.

If following the application of the public interest test Cabinet resolves pursuant to the Act to consider this item in private, the public will be excluded from the meeting during such consideration.
5. Cymeradwyaeth Cofnodion 13 - 22
To receive for approval the exempt minutes of the meeting of the Appointments Committee of 10 & 26 February and 13 June 2014.

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Cyfnwidi testun: Rhwyh 18001 o flaen unrhyw un o'n rhifau ffon ar gyfer y gwasanaeth trosglwyddo testun

Yours faithfully

P A Jolley

Assistant Chief Executive Legal and Regulatory Services

Distribution:

Councillors:

MEJ Nott OBE
GW Davies MBE

Councillors

CA Green
HJ David

Councillors

E Dodd
M Gregory

APPOINTMENTS COMMITTEE - 10 FEBRUARY 2014

MINUTES OF A MEETING OF THE APPOINTMENTS COMMITTEE HELD IN COMMITTEE ROOM 2/3, CIVIC OFFICES, ANGEL STREET, BRIDGEND ON MONDAY, 10 FEBRUARY AT 9.30AM

Present:-

Councillor M E J Nott OBE - Chairperson (Leader)

<u>Councillors</u>	<u>Councillors</u>
G W Davies MBE	C A Green
H J David	M Gregory
E Dodd	

Officers:

D Mepham	-	Chief Executive
D McMillan	-	Corporate Director - Children
D Beeke	-	Human Resources Business Partner
M A Galvin	-	Senior Democratic Services Officer – Committees
A Rees	-	Senior Democratic Services Officer – Committees

1 APOLOGIES FOR ABSENCE

None

2 DECLARATIONS OF INTEREST

None.

3 EXCLUSION OF THE PUBLIC

RESOLVED:

That under Section 100A(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business, because of the likelihood that, if members of the public are present during this item, there would be disclosure to them of exempt information as defined in Paragraph 12 of Part 4 of Schedule 12A of the said Act:-

Minute No. Summary of Item:

4 Appointments Process: Head of Strategy, Partnerships and Commissioning.

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5 APPOINTMENT OF HEAD OF STRATEGY PARTNERSHIPS AND COMMISSIONING

The Committee considered the performance of all candidates, during the interview, presentation and Assessment Centre phases of the recruitment process and unanimously determined that Nicola Echanis be appointed to the post of Head of Strategy, Partnerships and Commissioning. She was formally offered the post of Head of Strategy, Partnerships and Commissioning, which she accepted.

RESOLVED: Unanimously that Nicola Echanis be appointed to the post of Head of Strategy, Partnerships and Commissioning.

The meeting closed at 12.12pm.

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MINUTES OF A MEETING OF THE APPOINTMENTS COMMITTEE HELD IN COMMITTEE ROOM 2/3, CIVIC OFFICES, ANGEL STREET, BRIDGEND ON WEDNESDAY, 28 FEBRUARY AT 9.30AM

Present:-

Councillor M E J Nott OBE - Chairperson (Leader)

Councillors

G W Davies MBE
H J David
E Dodd

Councillors

C A Green
M Gregory

Officers:

N Young - Corporate Director - Resources and Section 151 Officer
J Bryant - Group Manager - Human Resources
M A Galvin - Senior Democratic Services Officer - Committees

5 APOLOGIES FOR ABSENCE

Apologies for absence were received from the Chief Executive who was on annual leave.

6 DECLARATIONS OF INTEREST

Councillors C A Green and G W Davies declared a personal interest in that one of the candidates (job application No. 15) was a lay Member on the Audit Committee of which they were Members.

All Members acknowledged that the second mentioned candidate in the pack (job application No. 2) was an officer who currently worked in Bridgend County Borough Council and this employee was known to Members.

7 EXCLUSION OF THE PUBLIC

RESOLVED:

That under Section 100A(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business, because of the likelihood that, if members of the public are present during this item, there would be disclosure to them of exempt information as defined in Paragraph 12 of Part 4 of Schedule 12A of the said Act:-

Minute No. Summary of Item:

8 Appointments Process: Head of Finance and ICT.

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4 APPOINTMENT PROCESS: HEAD OF FINANCE AND ICT

In attendance:

Mr S Guest - Solace Enterprises
Mr R Kelly - Solace Enterprises

The Human Resources – Business Partner presented a report which provided the Appointments Committee with information regarding the recruitment process of the Head of Finance and ICT and a request to determine a long list of suitable candidates to participate in the selection process.

She reminded members that the position had been advertised earlier this year. However, none of the long-listed candidates were assessed as being suitable to progress to the final stage of the process. The post was re-advertised and following a recruitment campaign supported by Solace Enterprises, 14 applications had been received. Solace Enterprises assessed each of the applications against the criteria for the position and categorised in one of 3 categories according to suitability. A copy of the assessment had been included in the appointment pack.

Members requested that the Job Description of the post be provided for the Committee to determine if each candidate met the requirements of the advertised job description. The Chief Executive advised this was a key role required to support the Senior Management Team with future changes. There were technical requirements in the delivery of the S151 function and a strategic leadership role in supporting the Group Manager ICT. In addition to the technical and managerial requirements of the role he was expecting that a successful candidate would have experience in change management.

The Committee reviewed each of the applications in turn and questioned the suitability of each candidate accordingly. It was noted that the majority of candidates did not have any significant direct management experience in respect of ICT.

After some debate the Committee unanimously;

RESOLVED: To shortlist the following applicants for the post of Head of Finance and ICT, and invite these to attend the next stage of the selection process:-

1. Yacob Cajee
2. Ian Eynon
3. Nia Morgan
4. Ola Awalabi
5. Brij Sharma
6. Andrew Bevan
7. Randal Hemingway

The Chairperson then advised Members that the meeting would stand adjourned, and reconvene for the purpose of interviewing shortlisted candidates on 4 July 2014.

The meeting adjourned at 1.55pm.

The meeting reconvened on Friday, 4 July 2014 at 9.30am.

Present:-

Councillor M E J Nott OBE - Chairperson (Leader)

Councillors

G W Davies MBE
E Dodd
C A Green

Councillors

M Gregory
D Sage

Officers:

D Mepham - Chief Executive
D Beeke - Human Resources - Business Partner
M A Galvin - Senior Democratic Services Offices - Committees

Mr Ray Kelly of Solace Enterprises was invited by the Committee to provide feedback on the five candidates who had undertaken a technical interview by himself and the Chief Executive for the post of Head of Finance and ICT. There had originally been seven candidates short listed, however, two of those had subsequently withdrawn their applications. Following the interviews, four candidates were shortlisted and invited to attend an Assessment Centre, and Mr Kelly provided feedback on these candidates who had attended the Assessment Centre and informed the Committee that two candidates, namely Mr Randal Hemingway and Mrs Nia Morgan were recommended for interview by the Committee.

Mr Kelly outlined to the Committee the components of the Assessment Centre, which involved a competency based interview, which measured the key competencies of the applicants including testing their management attributes. There then followed a meeting with internal stakeholders, i.e. members of the Authority's Senior Management Team, to look at how the candidates would work with the Senior Management Team and achieve savings under the Medium Term Financial Strategy. There then followed a written Analysis Briefing exercise and the assessment exercises on-line that were validated by an assessor.

Mr Kelly added that a good sense of numeracy was essential for the post as was resolving scenarios through complex thinking, and making accurate judgements in relation to the assessment of risks facing the Authority, and these together with testing the candidates general capabilities and abilities, were all included in the last part of the assessment process. In response to a Member's question, Mr Kelly confirmed that both candidates had more experience in the Finance part of the role rather than the area of ICT. He added, that management experience in the area of finance was more important than in ICT for this specific role, given that the successful candidate would play an integral supporting role in the overall management of the Authority's budget in future years.

Mr Kelly then confirmed that both candidates that had attended the Assessment Centre had overall equipped themselves very well in each of the different components and therefore they were very evenly matched coming into today's interview.

The Committee after asking a few questions of Officers regarding the candidates then considered the suggested interview questions and selected the most appropriate question to be asked by each Member, whilst noting that the candidates would be required to give a presentation to the Committee on the following subject:

"Making a meaningful and lasting difference to Bridgend: My evaluation of the key service challenges I will face and the outcomes you will see after two years in post".

The candidates were then summoned in turn to the meeting to give their Presentations, and respond to the series of questions asked by Members.

APPOINTMENTS COMMITTEE – 13 JUNE 2014

Mr Kelly and the Chief Executive then following this process, gave an overview of each of the candidates' performance as a result of the presentation and set questions from the Committee.

The Committee then also considered the performance of the candidates, during the interview, presentation and Assessment Centre phases of the recruitment process and, following this it was

RESOLVED: That by way of a majority decision, Randal Hemingway be appointed to the post of Head of Finance and ICT

The meeting closed at 11.36am.

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