

Public Document Pack

Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr

Bridgend County Borough Council



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

*Rydym yn croesawu gohebiaeth yn Gymraeg.
Rhowch wybod i ni os mai Cymraeg yw eich
dewis iaith.*

*We welcome correspondence in Welsh. Please
let us know if your language choice is Welsh.*



Annwyl Cyngorydd,

PWYLLGOR PENODIADAU

Cynhelir Cyfarfod Pwyllgor Penodiadau yn Committee Rooms 2/3, Civic Offices Angel Street Bridgend CF31 4WB ar **Dydd Gwener, 11 Hydref 2019 am 15:00.**

AGENDA

1. Ymddiheuriadau am absenoldeb
Derbyn ymddiheuriadau am absenoldeb gan Aelodau.
2. Datganiadau o fuddiant
Derbyn datganiadau o ddiddordeb personol a rhagfarnol (os o gwbl) gan Aelodau / Swyddogion yn unol â darpariaethau'r Cod Ymddygiad Aelodau a fabwysiadwyd gan y Cyngor o 1 Medi 2008.
3. Cymeradwyaeth Cofnodion 3 - 4
I dderbyn am gymeradwyaeth y Cofnodion cyfarfod y 18/04/2019
4. Y Broses Benodi: Cyfarwyddwr Corfforaethol, Cymunedau 5 - 16
5. Gwahardd y Cyhoedd
Nid oedd y cofnodion ac adroddiadau sy'n ymwneud â'r eitemau canlynol yn cael eu cyhoeddi, gan fod eu bod yn cynnwys gwybodaeth eithriedig fel y'i diffinnir ym Pharagraff 12 o Ran 4 a Pharagraff 21 o Ran 5, Atodlen 12A, Deddf Llywodraeth Leol 1972, fel y'i newidiwyd gan Orchymyn Llywodraeth Leol (Cymru) 2007 (Mynediad at Wybodaeth) (Amrywio).

Os, yn dilyn cymhwyso'r prawf budd y cyhoedd yn yr Is-Bwyllgor yn penderfynu yn unol â'r Ddeddf i ystyried yr eitemau hyn yn breifat, bydd y cyhoedd yn cael eu gwahardd o'r cyfarfod yn ystod ystyriaeth o'r fath.
6. Cymeradwyaeth Cofnodion wedi'u Eithrio 17 - 20
I dderbyn am gymeradwyaeth y Cofnodion eithrio cyfarfod y 18/04/2019

Ffôn/Tel: 01656 643643

Facs/Fax: 01656 668126

Ebost/Email: talktous@bridgend.gov.uk

Negeseuon SMS/ SMS Messaging: 07581 157014

[Twitter@bridgendCBC](https://twitter.com/bridgendCBC)

Gwefan/Website: www.bridgend.gov.uk

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

Text relay: Put 18001 before any of our phone numbers for the text relay service

Rydym yn croesawu gohebiaeth yn y Gymraeg. Rhowch wybod i ni os yw eich dewis iaith yw'r Gymraeg

We welcome correspondence in Welsh. Please let us know if your language choice is Welsh

Yn ddiffuant

K Watson

Pennaeth Gwasanaethau Cyfreithiol a Rheoleiddiol

Dosbarthiad:

Cynghowrwyr

HJ David

N Clarke

T Giffard

Cynghorwyr

T Thomas

D Patel

RE Young

Cynghorwyr

DK Edwards

JC Spanswick

PWYLLGOR PENODIADAU - DYDD IAU, 18 EBRILL 2019

COFNODION CYFARFOD Y PWYLLGOR PENODIADAU A GYNHALIWIYD YN YSTAFELL
PWYLLGOR 2/3, SWYDDFEYDD DINESIG STRYD YR ANGEL PEN Y BONT DYDD IAU, 18
EBRILL 2019, AM 09:30

Presennol

Y Cyngorydd HJ David – Cadeirydd

HM Williams
D Patel

N Clarke

RM James

T Giffard

Swyddogion:

Mark Galvin
Kelly Watson
Debra Beeke

Uwch Swyddog Gwasanaethau Democrataidd - Pwyllgorau
Pennaeth Gwasanaethau Cyfreithiol a Rheoleiddiol a Swyddog Monitro
Rheolwr Grŵp – Adnoddau Dynol a Datblygu Trefniadaethol

27. DATGAN BUDDIANNAU

Dyweddod y Cyngorydd T Giffard fod ganddo fuddiant personol yn eitem rhif 6 gan fod un o'r ymgeiswyr am swydd y Prif Weithredwr yn byw yn ei etholaeth, ac roedd yr unigolyn hwn hefyd wedi gofyn iddo, fel yr Aelod sy'n cynrychioli ward Bracla, ymchwilio i fater yn y ward honno.

28. CYMERADWYO'R COFNODION

PENDERFYNWYD: Cymeradwyo cofnodion cyfarfod y Pwyllgor Penodi dyddiedig 6 Mehefin 2018, fel cofnod cywir.

29. GWAHARDD Y CYHOEDD

PENDERFYNWYD: Gwahardd y cyhoedd o'r cyfarfod, o dan Adran 100A (4) o Ddeddf Llywodraeth Leol 1972, fel y'i diwygiwyd gan Orchymyn Llywodraeth Leol (Mynediad at Wybodaeth) (Amrywiad) (Cymru) 2007, a hynny pan fyddai'r Aelodau'n trafod yr eitem a ganlyn gan ei bod yn cynnwys gwybodaeth sydd wedi'i heithrio o dan Baragraff 12 o Ran 4 o Atodlen 12A o Ddeddf Llywodraeth Leol 1972, fel y'i diwygiwyd gan Orchymyn Llywodraeth Leol (Mynediad at Wybodaeth) (Amrywio) (Cymru) 2007.

Ar ôl cymhwyso prawf budd y cyhoedd, penderfynwyd, yn unol â'r Ddeddf y cyfeirir ati uchod, y dylid trafod yr eitem mewn sesiwn breifat, gan wahardd y cyhoedd o'r cyfarfod, gan y byddai angen datgelu gwybodaeth a oedd wedi'i heithrio.

30. Y BROSES BENODI: PRIF WEITHREDWR

31. CYMERADWYO'R COFNODION EITHRIEDIG

PENDERFYNWYD: Cymerdwyo cofnodion eithriedig cyfarfod y Pwyllgor Penodi dyddiedig 6 Mehefin 2018 fel cofnod cywir.

Daeth y cyfarfod i ben am 10:50

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**BRIDGEND COUNTY BOROUGH COUNCIL
REPORT TO THE APPOINTMENTS COMMITTEE**

11 OCTOBER 2019

REPORT OF THE CHIEF EXECUTIVE

APPOINTMENT PROCESS: CORPORATE DIRECTOR, COMMUNITIES

1. Purpose of Report

- 1.1 To provide the Appointments Committee with information about the recruitment process for the Corporate Director, Communities.

2. Connection to Corporate Improvement Plan / Other Corporate Priorities

- 2.1 The appointment to the post of the Corporate Director, Communities, as a member of the Corporate Management Board, is required to facilitate the achievement of corporate priorities.

3. Background

- 3.1 This position became vacant on a permanent basis following Council's appointment of the Chief Executive on 1 May 2019.
- 3.2 A recruitment process for the position of Corporate Director, Communities will be undertaken in accordance with the Local Authorities (Standing Orders) (Wales) Regulations 2006 (as amended).

4. Current Situation/Proposal

- 4.1 Solace in Business, who are experienced in recruiting local authority senior management and executive roles, have been engaged to support the council with this appointment. This will ensure that the role is marketed widely and then a robust selection process is followed.
- 4.2 All selection methods will be thoroughly assessed and evaluated against the set competencies and the Solace in Business assessment team will provide feedback to Committee throughout the process.
- 4.3 An outline timetable is provided in Appendix 1, which includes the stages of the selection process, with further details outlined below:
- The job description and person specification have been reviewed and will inform the advert and marketing of this role. These are attached as Appendix 2.

- Following the closing date the Appointments Committee will be convened to receive feedback from the recruitment specialist and agree a long list of candidates to attend the assessment centre.
- The assessment centre will comprise a range of selection methods and assessors will undertake managerial/technical interviews; psychometric testing and interactive assessments, which will test key competencies.
- Either, the Appointments Committee will receive feedback on the results of the assessment centre and, if necessary, agree a final shortlist of candidates who have demonstrated that they possess the attributes required for the position and who will be invited to interview.
- Or, the Appointments Committee will receive feedback on the results of the assessment centre and undertake final interviews involving a presentation followed by interview questions.
- The Appointments Committee will make the final decision on the appointment, taking account of the outcome of the assessment centre and the final interview.

5. Effect upon Policy Framework & Procedure Rules

5.1 None.

6. Equality Impact Assessment

6.1 The process adopted is intended to ensure that there are no equality implications in this process.

7. Well-being of Future Generations (Wales) Act 2015 implications

7.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there will be no significant or unacceptable impacts upon the achievement of well-being goals/objectives as a result of this report.

8. Financial Implications

8.1 The recruitment costs will be met from existing budgets.

9. Recommendations

9.1 It is recommended that the Appointments Committee:-

- i) approves the job description and person specification at appendix 2
- ii) approves the process outlined in paragraph 4.3.
- iii) reconvenes to determine the long list of candidates to be invited to the assessment centre

iv) reconvenes to receive feedback from the assessment centre and, if necessary, determine a final short list of candidates to be interviewed; or reconvenes to receive feedback from the assessment centre and to undertake final interviews and make an appointment decision

Debra Beeke
Group Manager HR/OD
1 October 2019

Contact Officer: Debra Beeke, Group Manager HR/OD
Telephone: (01656) 643212
E-mail: Debra.Beeke@bridgend.gov.uk
Postal Address Civic Offices
Angel Street
Bridgend

Background documents: None other than those identified within the report.

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Appointment of Corporate Director, Communities

Indicative Recruitment and Selection Timetable

Date	Activity
w/c 30 th Sept	<ul style="list-style-type: none"> • Briefing for Solace • Agree advertising strategy • Agree project plan
w/c 7 th Oct	<ul style="list-style-type: none"> • Finalise adverts • Appointments Committee to agree appointments process
w/c 14 th Oct	<ul style="list-style-type: none"> • Adverts appear • Executive search commence
w/c 21 st Oct	<ul style="list-style-type: none"> • Advert Live
w/c 28 th Oct	<ul style="list-style-type: none"> • Advert Live
w/c 4 th Nov	<ul style="list-style-type: none"> • Advert Live
w/c 11 th Nov	<ul style="list-style-type: none"> • Closing date • Evaluation of applications
w/c 18 th Nov	<ul style="list-style-type: none"> • Electronic Short-List Pack
w/c 25 th Nov	<ul style="list-style-type: none"> • Appointments Committee to longlist • References • Online assessment testing
w/c tbc	<ul style="list-style-type: none"> • Assessment Centre • Technical Interviews
w/c tbc	<ul style="list-style-type: none"> • Appointments Committee to receive feedback from Assessment Centre and agree final shortlist
w/c tbc	<ul style="list-style-type: none"> • Appointments Committee to receive feedback from Assessment Centre and undertake final interviews and make appointment decision

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Job Description

DIRECTORATE:	Communities
POST:	Corporate Director
GRADE OF POST:	JNC Salary Scale
RESPONSIBLE TO:	Chief Executive

JOB PURPOSE:

To work with the Chief Executive and Cabinet to ensure the development of effective strategies and policies which support the overall objectives of the council.

To take lead responsibility for and manage and develop the council's Communities portfolio of services: Planning & Development; Strategic Regeneration; Economy , Natural Resources & Sustainability; Cleaner Streets & Waste; Highways & Green Spaces; and Corporate Landlord.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- To contribute to the effective leadership of the council, helping to develop, deliver and implement strategic plans to achieve the vision of 'One Council working together to improve lives' and the council's Wellbeing Objectives.
- To contribute to the effective corporate management of the council, including providing professional advice on services delivered by the directorate, cross organisational issues, integrated business and resource planning, corporate governance, risk management, financial and performance management.
- To lead key strategic projects on a local or regional basis to ensure a corporate and collaborative approach is adopted, including Cardiff Capital Region City Deal.
- To promote and take a lead role in working in partnership to achieve substantial operational service change, to shift the responsibility for the delivery of services, where appropriate, from the council to town and community councils, the third sector and citizens to ensure they remain sustainable and to ensure relevant help and support is made available to help this happen in an effective way.

- To lead and manage the services within the Communities portfolio such that they are resourced to be fit for purpose and operate safely and in accordance with the standards required by the council, and the council's commitment to continuous improvement.
- To provide managerial leadership that enables the development and implementation of customer focused services and an exemplar of the council's values and culture; promoting leadership and competent management by building and developing the strengths and talents of all employees to enable them to deliver quality services.
- To discharge the duties of the post conscientiously, undertaking such other duties and training as may be considered appropriate by the council including such reasonable out of hours working as may be necessitated by the duties of the post.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding and Quality Team or Children's Safeguarding Assessment Team.

Person Specification

Corporate Director - Communities

The following attributes represent the range of skills, abilities and experiences etc relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (√).

Attributes	Requirements	Essential	Method of Evaluation / Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> A professional qualification in a relevant discipline or substantial experience in managing front line service delivery. 	(√)	Production of original Qualification Certificates and application form.
	<ul style="list-style-type: none"> Proven track record of management development. 	(√)	
Knowledge & Experience	<ul style="list-style-type: none"> Substantial evidence of continuing professional development. 	(√)	Application, interview and assessments.
	<ul style="list-style-type: none"> Substantial experience at senior management level in a strategic/operational role 	(√)	
	<ul style="list-style-type: none"> Substantial experience of working with a variety of stakeholders, partnerships and representatives from public and private organisations. 	(√)	
	<ul style="list-style-type: none"> An understanding of the pressures of managing services. 	(√)	
	<ul style="list-style-type: none"> Experience of the democratic decision-making process and driving productive working relationships with elected members 	(√)	
	<ul style="list-style-type: none"> Sound knowledge of operating within a performance management framework, including measuring service performance and outcomes and 	(√)	

Attributes	Requirements	Essential	Method of Evaluation / Testing
	<p>the development of specific measures to support achievement.</p> <ul style="list-style-type: none"> • Practical experience of undertaking specific policy driven tasks and providing advice across a broad range of services. • Wide experience in establishing, providing and implementing service / business plans. • Evidence of participation in development of policy at a local government/regional level. • Awareness and understanding of government strategies for the development and improvement of services. • Managing and leading teams often with a multi-disciplinary context. • Effectively overseeing large and complex revenue / budgets and other associated financial / budgetary data. • Experience of leading significant organisational/ transformational service change. 	<p>(√)</p> <p>(√)</p> <p>(√)</p> <p>(√)</p> <p>(√)</p> <p>(√)</p> <p>(√)</p>	
<p>Skills & Personal Qualities</p>	<ul style="list-style-type: none"> • Good strong leadership qualities, with evidence of participative management styles – team leader, player and developer. • Ability to lead and manage a major service portfolio. 	<p>(√)</p> <p>(√)</p>	<p>Interview and assessments.</p>

Attributes	Requirements	Essential	Method of Evaluation / Testing
	<ul style="list-style-type: none"> • Ability to demonstrate a commitment to corporate working. • A personal commitment to providing /enabling delivery of high quality services to customers/clients. • Ability to embrace new ways of working in order to sustain services. • Confidence in managing in an environment of continuous change. • Good effective interpersonal skills that are likely to inspire confidence with council members, employees and partners. • Excellent verbal, written and presentation skills. • Proven adaptability/flexibility. • The ability to communicate through the medium of Welsh. 	<p>(√)</p> <p>(√)</p> <p>(√)</p> <p>(√)</p> <p>(√)</p> <p>(√)</p> <p>(√)</p> <p>(√)</p>	

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By virtue of paragraph(s) 12 of Part 4 of Schedule 12A of the Local Government Act 1972.

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