

# 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.*



#### Cyfarwyddiaeth y Prif Weithredwr / Chief Executive's Directorate

Deialu uniongyrchol / Direct line /: 01656 643148 / 643147 / 643694

Gofynnwch am / Ask for: Mark Galvin

Ein cyf / Our ref:

Eich cyf / Your ref:

**Dyddiad/Date:** Monday, 7 October 2019

Dear Councillor,

#### **APPOINTMENTS COMMITTEE**

A meeting of the Appointments Committee will be held in the Committee Rooms 2/3, Civic Offices Angel Street Bridgend CF31 4WB on **Friday, 11 October 2019** at **15:00**.

#### **AGENDA**

1. Apologies for Absence  
To receive apologies for absence from Members.
2. Declarations of Interest  
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 (including Whipping Declarations).
3. Approval of Minutes 3 - 4  
To receive for approval the minutes dated 18 April 2019.
4. Appointment Process: Corporate Director, Communities 5 - 16
5. Exclusion of the Public  
The following item is not for publication as it contains exempt information as defined in Paragraph 12 of Part 4 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government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 that the Committee resolves pursuant to the Act to consider this item in private, the public will be excluded from the meeting during such consideration.
6. Approval of Exempt Minutes 17 - 20  
To receive for approval the exempt minutes dated 18 April 2019.

Yours faithfully

**K Watson**

Head of Legal and Regulatory Services

**By receiving this Agenda Pack electronically you will save the Authority approx. 40p in printing costs**

Councillors:

HJ David  
N Clarke  
T Giffard

Councillors

T Thomas  
D Patel  
RE Young

Councillors

DK Edwards  
JC Spanswick

## APPOINTMENTS COMMITTEE - THURSDAY, 18 APRIL 2019

### MINUTES OF A MEETING OF THE APPOINTMENTS COMMITTEE HELD IN COMMITTEE ROOMS 2/3, CIVIC OFFICES ANGEL STREET BRIDGEND CF31 4WB ON THURSDAY, 18 APRIL 2019 AT 09:30

#### Present

Councillor HJ David – Chairperson

HM Williams  
D Patel

N Clarke

RM James

T Giffard

#### Officers:

Mark Galvin  
Kelly Watson  
Debra Beeke

Senior Democratic Services Officer - Committees  
Head of Legal & Regulatory Services  
HR & OD Manager

#### 27. DECLARATIONS OF INTEREST

Councillor T Giffard declared a personal interest in Agenda item 6. in that one of the candidates that had applied for the post of Chief Executive was a constituent of his, and had previously approached him to look into an issue in the Brackla Ward, as Ward Member.

#### 28. APPROVAL OF MINUTES

RESOLVED: That the Minutes of a meeting of the Appointments Committee dated 6 June 2018, be approved as a true and accurate record.

#### 29. EXCLUSION OF THE PUBLIC

RESOLVED: That under Section 100A (4) of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007, the public be excluded from the meeting during consideration of the following item of business as it contained exempt information as defined in Paragraph 12 of Part 4 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007.

Following the application of the public interest test, it was resolved that pursuant to the Act referred to above, to consider the item in private, with the public being excluded from the meeting as it would involve the disclosure of exempt information.

#### 30. APPOINTMENT PROCESS: CHIEF EXECUTIVE

#### 31. APPROVAL OF EXEMPT MINUTES

RESOLVED: That the Exempt Minutes of a meeting of the Appointments Committee dated 6 June 2018, be approved as a true and accurate record

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

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## Job Description

<b>DIRECTORATE:</b>	Communities
<b>POST:</b>	Corporate Director
<b>GRADE OF POST:</b>	JNC Salary Scale
<b>RESPONSIBLE TO:</b>	Chief Executive

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### **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.

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

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

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