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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: Democratic Services

Ein cyf / Our ref:

Eich cyf / Your ref:

Dyddiad/Date: Thursday, 14 January 2021

Dear Councillor,

APPOINTMENTS COMMITTEE

A meeting of the Appointments Committee will be held remotely via Microsoft Teams on **Wednesday, 20 January 2021 at 17:00 (or immediately following Council, whichever is the later)**.

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 - 10
To receive for approval the minutes dated 11/10/19, 22/01/20 and 11/03/20.
4. 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The following item is not for publication as it contains exempt information as defined in Paragraph 12 of Part 4 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government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.
5. Approval of Exempt Minutes
To receive for approval the exempt minutes dated 11/10/19 and 11/03/20.
Please note the exempt minutes for these meetings will only be emailed to Appointments Committee Members who attended these.

Yours faithfully

K Watson

Chief Officer, Legal, HR & Regulatory Services

Councillors:
JPD Blundell
N Clarke
HJ David
T Giffard

Councillors
D Patel
RL Penhale-Thomas
JC Spanswick
T Thomas

Councillors
PJ White
HM Williams
RE Young

APPOINTMENTS COMMITTEE - FRIDAY, 11 OCTOBER 2019

MINUTES OF A MEETING OF THE APPOINTMENTS COMMITTEE HELD IN COMMITTEE ROOMS 2/3, CIVIC OFFICES ANGEL STREET BRIDGEND CF31 4WB ON FRIDAY, 11 OCTOBER 2019 AT 15:00

Present

Councillor HJ David – Chairperson

N Clarke
JC Spanswick

T Thomas
RL Penhale-
Thomas

D Patel

RE Young

Officers:

Andrew Rees
Kelly Watson
Debra Beeke
Mark Shephard

Democratic Services Manager
Chief Officer Legal, HR and Regulatory Services
HR & OD Manager
Chief Executive

32. DECLARATIONS OF INTEREST

None.

33. APPROVAL OF MINUTES

RESOLVED: That the minutes of the meeting of the Appointments Committee of 18 April 2019 be approved as a true and accurate record.

34. APPOINTMENT PROCESS: CORPORATE DIRECTOR, COMMUNITIES

The Chief Executive informed the Committee of the rationale for making an appointment to the role of Corporate Director Communities, in that the authority had been on a significant change journey over the last few years in respect of JNC officers, which had not gone unnoticed by the regulators. He stated that the authority has the leanest of senior management teams compared to other Welsh local authorities and especially so compared to neighbouring authorities.

He also informed the Committee that the Communities Directorate is a complex Directorate comprising a diverse area of services and that the challenge for the Director would be one of change management. He stated that authority could not be any leaner and there was a need to make an appointment to this role, whilst at the same time understanding public perception of recruiting to a senior role. Many other local authorities in Wales had recently made a number of appointments to senior roles.

The Committee understood the rationale behind making an appointment and recognised that the Directorate had developed many partnership models and had become a victim of its success. The Leader informed the Committee that the organisation continues to grow, with the authority now having a Regeneration function, which is part of the Communities Directorate. A member of the Committee commented that the person appointed would need to work with Town and Community Councils to transform services and grasp change. A member of the Committee commented on the need for the resilience of the authority to be considered in making an appointment. The Committee was reassured that other authorities had made an appointment to senior roles. The Committee also noted there were resilience issues below Director level within the Directorate.

The Chief Executive reported on the recruitment process for the Corporate Director Communities and on a proposal to engage Solace in Business, who are experienced in recruiting local authority senior management and executive roles to support the Council with the appointment.

The Group Manager HR & OD reported on the selection process to be followed, in that applications would be sent to Solace in Business who will assess and evaluate candidates against the set competencies and will provide feedback to this Committee throughout the process. She outlined the timetable for the stages of the selection process, together with the job description and person specification for the role. Following the closing date, the Appointments Committee would be convened to receive feedback from the recruitment specialist and to agree a long list of candidates to progress to the assessment centre. She stated that the assessment centre will comprise a range of selection methods and assessors will undertake managerial / technical interviews, psychometric testing and interactive assessments to test key competencies. The Appointments Committee will receive feedback following the assessment centre and agree a final shortlist of candidates who will be invited to interview by the Committee. The Committee will make the final decision on the appointment, taking account of the outcome of the assessment centre and final interview. The Group Manager HR&OD also informed the Committee that a Stakeholder Panel would be set up as part of the selection process and that members of the Committee could provide officers with names of who could potentially sit on that Panel.

The Group Manager HR & OD informed the Committee that Solace in Business have market knowledge and will know candidates. The Chief Executive informed the Committee that the authority would not have the capacity to undertake such a recruitment.

The Chief Executive also informed the Committee that the successful candidate would need to demonstrate credibility and buy in to change management. He believed that the post had been pitched at the correct level and the Council's requirements had been discussed with Solace.

The Committee discussed the need for a benchmark to assess candidates and considered that this be set at 50%.

RESOLVED: That the Appointments Committee:

- (i) Approved the job description and specification;
- (ii) Approved the process outlined in paragraph 4.3 of the report;
- (iii) Reconvenes on 20 November 2019 following the meeting of Council to determine the long list of candidates to be invited to the assessment centre;
- (iv) Delegated to the Chief Executive and the Leader which candidates should progress to the final stage of the selection process to be interviewed by the Appointments Committee, based on the outcomes of the assessment centre.
- (v) Reconvenes on 4 December 2019 to receive feedback from the assessment centre and, to undertake final interviews and make an appointment decision.

35. **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)

APPOINTMENTS COMMITTEE - FRIDAY, 11 OCTOBER 2019

(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.

36. APPROVAL OF EXEMPT MINUTES

RESOLVED: That the exempt minutes of the meeting of the Appointments Committee of 18 April 2019 be approved as a true and accurate record.

37. APPOINTMENT PROCESS - CORPORATE DIRECTOR COMMUNITIES

The meeting closed at 16:24

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MINUTES OF A MEETING OF THE APPOINTMENTS COMMITTEE HELD IN COMMITTEE ROOMS 2/3, CIVIC OFFICES ANGEL STREET BRIDGEND CF31 4WB ON WEDNESDAY, 22 JANUARY 2020 AT 16:00

Present

Councillor HJ David – Chairperson

HM Williams
RL Penhale-
Thomas

N Clarke
PJ White

T Giffard

JPD Blundell

Apologies for Absence

T Thomas

Officers:

Andrew Rees	Democratic Services Manager
Kelly Watson	Chief Officer Legal, HR and Regulatory Services
Debra Beeke	HR & OD Manager
Mark Shephard	Chief Executive

1. DECLARATIONS OF INTEREST

None.

2. APPOINTMENT PROCESS: CORPORATE DIRECTOR SOCIAL SERVICES AND WELLBEING

The Chief Executive sought approval for the recruitment process to the position of Corporate Director Social Services and Wellbeing as the current post holder had given notice to resign from her position.

The Group Manager HR&OD reported that quotations had been sought from recruitment agencies specialising in recruiting local authority senior management and executive roles to support the Council with the appointment. Solace in Business had been engaged, who are suitably experienced in recruiting local authority senior management and executive roles to support the Council with the appointment.

The Group Manager HR & OD reported on the selection process to be followed, in that applications would be sent to Solace in Business who will assess and evaluate candidates against the set competencies and will provide feedback to this Committee throughout the process. She outlined the timetable for the stages of the selection process, together with the job description and person specification for the role. Following the closing date, the Appointments Committee would be convened to receive feedback from the recruitment specialist and to agree a long list of candidates to progress to the assessment centre. She stated that the assessment centre will comprise a range of selection methods and assessors will undertake managerial / technical interviews, psychometric testing and interactive assessments to test key competencies. The Appointments Committee will receive feedback following the assessment centre and agree a final shortlist of candidates who will be invited to interview by the Committee. The Committee will make the final decision on the appointment, taking account of the outcome of the assessment centre and final interview.

APPOINTMENTS COMMITTEE - WEDNESDAY, 22 JANUARY 2020

The Committee discussed the need for a benchmark to assess candidates and considered that this be set at 50%.

RESOLVED: That the Appointments Committee:

- (i) Approved the job description and specification;
- (ii) Approved the process outlined in paragraph 4.3 of the report;
- (iii) Reconvenes on 11 March 2020 following the meeting of Council to determine the long list of candidates to be invited to the assessment centre;
- (iv) Delegated to the Chief Executive and the Leader which candidates should progress to the final stage of the selection process to be interviewed by the Appointments Committee, based on the outcomes of the assessment centre
- (v) Reconvenes on 25 March 2020 at 9.30am to receive feedback from the assessment centre and, to undertake final interviews and make an appointment decision.

The meeting closed at 17:24

APPOINTMENTS COMMITTEE - WEDNESDAY, 11 MARCH 2020

MINUTES OF A MEETING OF THE APPOINTMENTS COMMITTEE HELD IN COMMITTEE ROOMS 2/3, CIVIC OFFICES ANGEL STREET BRIDGEND CF31 4WB ON WEDNESDAY, 11 MARCH 2020 AT 16:00

Present

Councillor HJ David – Chairperson

HM Williams	N Clarke	T Giffard	JPD Blundell
RL Penhale-Thomas	T Thomas	PJ White	

Officers:

Mark Galvin	Senior Democratic Services Officer - Committees
Kelly Watson	Chief Officer Legal, HR and Regulatory Services
Debra Beeke	HR & OD Manager
Mark Shephard	Chief Executive
Ian Vaughan	HR Business Development Manager

6. APOLOGIES FOR ABSENCE

None.

7. DECLARATIONS OF INTEREST

None.

8. 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.

9. APPOINTMENT OF: CORPORATE DIRECTOR - SOCIAL SERVICES AND WELLBEING

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