

No.

SENIOR MANAGEMENT APPOINTMENT COMMITTEE

Minutes of an in person meeting held on 1st October, 2024.

The Committee agenda is available [here](#).

Present: Councillor L. Burnett (Chair); Councillor B.E. Brooks (Vice-Chair); P. Drake, Dr. I.J. Johnson and E. Williams.

428 APOLOGY FOR ABSENCE –

This was received from Councillor G.D.D. Carroll.

429 MINUTES –

RESOLVED – T H A T the minutes of the meeting held on 23rd July, 2024 be approved as a correct record.

430 DECLARATIONS OF INTEREST –

No declarations of interest were received.

431 RECRUITMENT AND SELECTION ARRANGEMENTS FOR THE HEAD OF NEIGHBOURHOOD SERVICES (CX) –

The report set out the final interview schedule for the above position.

Members were asked to identify and confirm (following interview), if applicable, a suitable candidate for appointment.

Details of the shortlisted applicants at the Final Interview Stage, including applications from shortlisted candidates, would be shared under the Part II item on the agenda.

RESOLVED –

(1) T H A T interviews in relation to the post of Head of Neighbourhood Services be conducted and a final determination to appoint a suitable candidate made.

(2) T H A T residual appointment details be delegated, as appropriate, to the Chief Executive, in consultation with the Director of Environment and Housing, if a suitable applicant was confirmed by Elected Members of the Committee.

No.

Reasons for decisions

- (1) To ensure an appointment to the post was conducted in accordance with the Council's Constitution.
- (2) To ensure that all Council functions were met within this area.

432 MATTER WHICH THE CHAIR HAD DECIDED WAS URGENT –

RESOLVED – T H A T the following matter which the Chair had decided was urgent for the reason given beneath the minute heading be considered.

433 APPOINTMENT TO THE POST OF HEAD OF ADDITIONAL LEARNING NEEDS (CX) –

(Urgent by need of the reason to advise Members as soon as possible and having regard to the Senior Management Committee meeting being held on 1st October, 2024)

On 4th June, a report was presented to the Senior Management Appointment Committee (SMAC) outlining the process for seeking to appoint to the post of Head of Additional Learning Needs.

Following a competitive and robust recruitment campaign it was not possible to identify a suitable candidate for progressing through to SMAC and accordingly the Director had sought to secure a suitable candidate on a two year secondment basis by offering up the opportunity through Vale of Glamorgan schools.

A suitable secondment had been secured following a robust interview process and Members were therefore asked to endorse the appointment to the seconded position for a period of two years.

RESOLVED –

- (1) T H A T K.R. Williams' appointment to the post of Head of Additional Learning Needs based on a two-year secondment be endorsed.
- (2) T H A T residual appointment details be delegated, as appropriate, to the Chief Executive, in consultation with the Director of Learning and Skills.

Reasons for decisions

- (1) To endorse the appointment to the post based on a two year secondment.
- (2) To ensure that all Council functions were met within this area.

No.

434 EXCLUSION OF PRESS AND PUBLIC –

RESOLVED – T H A T under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 4 of Schedule 12A (as amended) of the Act, the relevant paragraphs of the Schedule being referred to in brackets after the minute heading.

435 RECRUITMENT AND SELECTION ARRANGEMENTS FOR THE HEAD OF NEIGHBOURHOOD SERVICES (CX) (EXEMPT INFORMATION – PARAGRAPH 15) –

Members were asked to identify and confirm (following interview), if applicable, a suitable candidate for appointment.

The Job Description and Person Specification could be seen in Appendix A to the Part I report in the agenda.

Members, having considered a verbal update provided by the Chief Executive regarding the advertising and interview process for the position, subsequently shortlisted a candidate for interview and following the interview,

RESOLVED –

- (1) T H A T C. Smith be appointed to the post of Head of Neighbourhood Services.
- (2) T H A T residual appointment details be delegated, as appropriate, to the Chief Executive, in consultation with the Director of Environment and Housing

Reasons for decisions

- (1) Following the interviews of the candidates by the Committee.
- (2) To ensure that all Council functions were met within this area.