



Swansea Bay City Region Joint Committee - 26 November 2019

Swansea Bay City Region Programme Director

Purpose:	To provide an Update on the Recruitment Process for the Programme Director
Policy Framework:	SBCD Economic Strategy
Recommendation(s):	It is recommended that:
1)	Joint Committee agrees that the Interviews for the Programme Director take place on 5 th and 6 th December 2019.
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Finance Officer:	Chris Moore, Section 151 Officer, SBCD
Legal Officer:	Tracey Meredith, Monitoring Officer, SBCD
Access to Services Officer:	

1. Introduction

- 1.1 The closing date for the post of Programme Director was 8th October, 29 applications were received. Joint Committee agreed on 29th October to shortlist 6 candidates.

2. Scoring and Assessment Process

- 2.1 The scoring and assessment process has entailed assessing each individual candidate over 31 discrete "essential" criteria previously agreed by the Joint Committee and included in the Person Specification for the post. These constitute:

- Three qualification / continuous professional development requirements,
- Eight competency based criteria and
- Twenty other criteria relating to knowledge, experience and personal skills

The process to be used to appoint the successful candidate is largely the same as that used by Carmarthenshire County Council for senior appointments. An Assessment Centre is considered to be a fairer and more accurate way of selecting candidates as it offers the Selection Panel an opportunity to assess a

greater range of job related competencies over a longer period of time. This will take place on 5th and 6th December 2019.

3. Financial Implications

- 3.1 The staffing budget for the running of the Portfolio Management Office, including the post of Programme Director has been agreed and endorsed by Joint Committee

4. Legal Implications

- 4.1 The four councils have agreed to delegate the shortlisting process to the 4 Leaders of the SBCD. The assessment and interview process will be undertaken by the Joint Appointment Committee which will comprise the 4 Leaders and 4 non-executive members appointed by the individual Councils.

Carmarthenshire County Council, as the employing authority, will manage all employment and contractual matters, including support for the recruitment process.

Background Papers: None

Appendices: None