

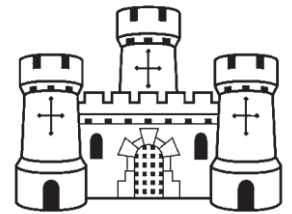
Public Document Pack

Date of meeting Wednesday, 7th October, 2020

Time 6.00 pm

Venue via Video - Conference

Contact Geoff Durham 742222



**NEWCASTLE
UNDER LYME
BOROUGH COUNCIL**

Castle House
Barracks Road
Newcastle-under-Lyme
Staffordshire
ST5 1BL

Employment Committee

AGENDA

PART 1 – OPEN AGENDA

1 APOLOGIES

2 DECLARATIONS OF INTEREST

To receive Declarations of Interest from Members on items contained within this agenda.

3 APPOINTMENT OF AN APPOINTMENTS SUB-COMMITTEE (Pages 3 - 6)

4 ANY OTHER BUSINESS

Members: Councillors Simon Tagg (Chair), Stephen Sweeney, Andrew Fox-Hewitt, Mark Holland, Elizabeth Shenton, Mike Stubbs and Gary White

Members of the Council: If you identify any personal training/development requirements from any of the items included in this agenda or through issues raised during the meeting, please bring them to the attention of the Democratic Services Officer at the close of the meeting.

Meeting Quorums :- 16+= 5 Members; 10-15=4 Members; 5-9=3 Members; 5 or less = 2 Members.

SUBSTITUTE MEMBER SCHEME (Appendix 9, Section 4 of Constitution)

The Constitution provides for the appointment of Substitute members to attend Committees. The named Substitutes for this meeting are listed below:-

Substitute Members:	Paul Northcott	Jill Waring
	Kenneth Owen	John Williams
	Helena Maxfield	Simon White

If you are unable to attend this meeting and wish to appoint a Substitute to attend in your place you need to:

- Identify a Substitute member from the list above who is able to attend on your behalf

Contacting the Council:

Switchboard 01782 717717 . Text 07800 140048

Email webmaster@newcastle-staffs.gov.uk.

www.newcastle-staffs.gov.uk

- Notify the Chairman of the Committee (at least 24 hours before the meeting is due to take place) NB Only 2 Substitutes per political group are allowed for each meeting and your Chairman will advise you on whether that number has been reached

Officers will be in attendance prior to the meeting for informal discussions on agenda items.

ONLINE COMMITTEE MEETING JOINING INSTRUCTIONS

The meeting of the Employment Committee will begin at 6pm on Wednesday, 7 October.

This meeting will be held virtually using Zoom.

Watching the Meeting

You can attend the meeting in the following ways:

Web: <https://us02web.zoom.us/j/83885978495?pwd=YitlU0tNaEQvS2wzUkNmOUZTMew2dz09>

Using the Zoom App

Telephone: 0330 088 5830 or 0131 460 1196

The Conference ID for telephone and Zoom App users is: 996-4304-0515

You do not require a password or pre-registration to access this committee meeting.

Please note, as an attendee you will only be able to watch the meeting. You will not be able to vote, ask questions or discuss the materials presented to the committee.

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

EXECUTIVE MANAGEMENT TEAM'S REPORT TO

EMPLOYMENT COMMITTEE

29 September 2020

Report Title: Appointment of an Appointments Sub-Committee

Submitted by: Head of Human Resources

Portfolios: Corporate & Service Improvement, People & Partnerships

Ward(s) affected: N/A

Purpose of the Report

To Appoint an Appointments Sub-Committee to consider candidates for appointment to the role of Section 151 Officer and to make recommendations to council in respect of the same.

Recommendation

That the Committee appoint at least three from its number to form an Appointments Sub-Committee

Reasons

In accordance with the Constitution

1. Background

1.1 In accordance with the requirements of the Section 151 of the Local Government Act 1972, every local authority must appoint an officer who is to be responsible for the proper administration of the authority's financial affairs. This officer is a Statutory Officer, and is commonly referred to as the Section 151 Officer. A need has arisen for the Council to recruit to that role.

1.2 In accordance with the Council's Constitution [4.4 (ix) on Page 11], confirmation of the appointment of a S151 Officer is a function reserved to full Council. The Constitution also provides (Employment Committee Terms of Reference, Paragraph (2), Pg60):-

"Subject to any statutory requirements, to advise Council on the appointment of statutory Officers and to make arrangements to establish and appoint members to an Appointments sub-committee to act as an interview panel for Statutory Officer appointments"

1.3 Accordingly, there is a need for this Committee to appoint members to an Appointments sub-committee to act as an interview panel for proposed S151 Officer Candidates. The sub-committee would then report to this Committee which would, in turn, make a recommendation to full Council.

1.4 The sub-committee must be drawn from members of the Employment Committee. In order to comply with the rules on quorum, whilst allowing a sub-committee meeting to continue with at least one member absent, the sub-committee should comprise at least 3 members.

1.5 There is no requirement for the sub-committee to be politically proportionate (as it is drawn from a committee which is politically proportionate) but the convention is to have cross-party representation on the committee wherever possible.

2. **Issues**

2.1 As above

3. **Proposal**

3.1 That the Committee appoint an appointments sub-committee of at least 3 members to discharge the role set out above.

4. **Reasons for Proposed Solution**

4.1 To comply with the requirements of the Constitution.

5. **Options Considered**

5.1 N/A

6. **Legal and Statutory Implications**

6.1 As above

7. **Equality Impact Assessment**

7.1 N/A

8. **Financial and Resource Implications**

8.1 N/A

9. **Major Risks**

9.1 If the appointments process is not carried out in accordance with the requirements in the constitution, there is a risk that any eventual appointment would be subject to challenge.

10. **Sustainability and Climate Change Implications**

10.1 N/A

11. **Key Decision Information**

11.1 N/A

12. **Earlier Cabinet/Committee Resolutions**

12.1 N/A

13. **List of Appendices**

13.1 N/A

14. **Background Papers**

14.1 N/A

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