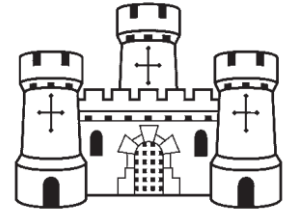


Public Document Pack

Date of meeting Tuesday, 22nd December, 2020
Time 6.00 pm
Venue Hybrid Meeting - Castle
Contact Denise French 742211



**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 the 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 John Williams
 Helena Maxfield Simon White
 Jill Waring

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.

NOTE: THERE ARE NO FIRE DRILLS PLANNED FOR THIS EVENING SO IF THE FIRE ALARM DOES SOUND, PLEASE LEAVE THE BUILDING IMMEDIATELY THROUGH THE FIRE EXIT DOORS.

ON EXITING THE BUILDING, PLEASE ASSEMBLE AT THE FRONT OF THE BUILDING BY THE STATUE OF QUEEN VICTORIA. DO NOT RE-ENTER THE BUILDING UNTIL ADVISED TO DO SO.

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

**EXECUTIVE MANAGEMENT TEAM'S
REPORT TO**

EMPLOYMENT COMMITTEE

11 December 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

<p><u>Purpose of the Report</u></p> <p>To Appoint an Appointments Sub-Committee to consider candidates for appointment to the role of Head of Customer Services and Digital and to make recommendations to council in respect of the same.</p>
<p><u>Recommendation</u></p> <p>That the Committee appoint at least three from its number to form an Appointments Sub-Committee</p>
<p><u>Reasons</u></p> <p>In accordance with the Constitution</p>

1. Background

1.1

In line with APPENDIX 1 ANNEX 2 TERMS OF REFERENCE OF THE COMMITTEES, SUB-COMMITTEES AND WORKING PARTIES OF COUNCIL; The Employment Committee will consist of the seven members nominated by Group Leaders in accordance with the 'Rules to ensure political balance' set out in Annex 1 to Appendix 7 of Part 4 of the Council's constitution.

The Employment Committee has 8 core functions, as outlined on Page 60 of the appendix, the first being: To establish and appoint members to an Appointments sub-committee to act as an appointment panel for Executive Directors and Heads of Service

1.2 Accordingly, there is a need for this Committee to appoint members to an Appointments sub-committee to act as an interview panel for proposed Head of Digital and Customer Services Candidates. The sub-committee would then report to this Committee which would, in turn, make a recommendation to full Council.

1.3 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.

1.4 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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