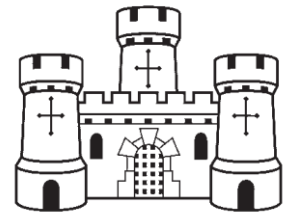


Public Document Pack

Date of meeting Monday, 31st January, 2022
Time 7.00 pm
Venue Garden & Astley Rooms - Castle
Contact



**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 DISCLOSURE OF EXEMPT INFORMATION

To resolve that the public be excluded from the meeting during consideration of the following reports, because it is likely that there will be disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A (as amended) of the Local Government Act 1972.

Members: Councillors Simon Tagg (Chair), Stephen Sweeney, Huckfield, Andrew Fox-Hewitt, 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
	Mark Holland	John Williams
	Helena Maxfield	Simon White

Contacting the Council:

Switchboard 01782 717717 . Text 07800 140048

Email webmaster@newcastle-staffs.gov.uk.

www.newcastle-staffs.gov.uk

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
- 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
31 January 2022

Report Title: Appointment of an Appointments Sub-Committee

Submitted by: Head of Paid Service

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 Head of Planning position in 2022 and to make a related delegation.

Recommendation

That the Committee:-

- 1) appoint not less than three from its number to form an Appointments Sub-Committee
- 2) delegate to the Chief Executive the function of appointing, in accordance with the wishes of the relevant Group Leaders and from the membership of the Employment Committee, such members as are required to any future Employment Sub-Committee/Panel.

Reasons

The constitution requires the Employment Committee to meet to make such appointments. There is a need currently to appoint for the purposes of the Head of Planning recruitment process. The delegation sought will avoid the need for the Committee to meet in future, solely for the purposes of appointing subordinate committees/panels.

1. **Background**

- 1.1. The Council's constitution requires that Head of Service Roles are appointed to by a panel of members drawn from the Council's Employment Committee (Employment Committee Terms of Reference, Paragraph (1), Page 60). A need to convene such a panel has arisen in respect of the role of Head of Planning.
- 1.2. The constitution does not specify how many members should be appointed to the appointments panel, but a minimum of three is suggested to provide resilience in terms of quorum. Accordingly, this report seeks the appointment of not less than three members, from the membership of the Employment Committee, to form such a panel.
- 1.3. As this is not a Statutory Officer role, there is no requirement for any offer of employment to be confirmed by resolution of full Council.
- 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.
- 1.5. In addition to Paragraph (1) on Page 60, the constitution provides for a number of other scenarios in which a sub-committee of the Employment Committee is required. This is typically to deal with disciplinary and disciplinary appeals matters.
- 1.6. Whenever such appointments are necessary, it is typically the case that the Group Leaders are asked to nominate members from their respective Groups' representatives on the Employment Committee. Typically, the Employment Committee duly ratifies the respective nominations at a formal meeting with little or no debate.
- 1.7. It can be an administrative and time-consuming burden for officers and employment committee members to formally meet simply for the purpose of ratifying the Group Leaders' nominations. The delegation sought at paragraph 2 of the recommendation would enable the Chief Executive to convene any panels required, in accordance with the wishes of Group Leaders, without the need for the Employment Committee to meet.

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, and make the recommended delegation to the Chief Executive.

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. **UN Sustainable Development Goals (UNSDG)**

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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