

Public Document Pack

Date of meeting Thursday, 21st December, 2023

Time 6.00 pm

Venue Astley Room - Castle

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 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 S Tagg (Chair), G White, Heesom, Sweeney, Fox-Hewitt, D Jones and Grocott

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 :- Where the total membership of a committee is 12 Members or less, the quorum will be 3 members....Where the total membership is more than 12 Members, the quorum will be one quarter of the total membership.

SUBSTITUTE MEMBER SCHEME (Section B5 – Rule 2 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: Holland Whieldon

Contacting the Council:

Switchboard 01782 717717 . Text 07800 140048

Email webmaster@newcastle-staffs.gov.uk.

www.newcastle-staffs.gov.uk

Northcott
Fear

J Williams
G Williams

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

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

21 December 2023

Report Title: Appointment of an Appointments Sub-Committee
Submitted by: Service Director – Strategy, People & Performance
Portfolios: One Council, People & Partnerships
Ward(s) affected: All

Purpose of the Report

To Appoint an Appointments Sub-Committee to oversee the arrangements for filling the position of Chief Executive / Head of Paid Service.

Recommendation

That the Committee appoint a recommended 5 representatives from its number to form an Appointments Sub-Committee

Reasons

In accordance with the Constitution a minimum of 3 members to form a sub committee is considered quorum

1. **Background**

- 1.1 In accordance with the Local Government and Housing Act, 1989, every local authority must appoint an officer who is to be responsible for the support of elected members and to provide clear and effective managerial leadership to officers. This officer is a Statutory Officer, and is commonly referred to as the Chief Executive. A need has arisen for the Council to recruit to that role.
- 1.2 The appointment of Head of the Paid Service (as defined by the Local Government and Housing Act 1989); in line with Section E3 of the constitution will be overseen by the Appointments Sub-Committee.
- 1.3 The remit of the sub-committee is as follows:
 - a. draw up a statement specifying the duties of the role and any qualifications or guidelines to be sought in the person to be appointed;
 - b. where it is not proposed to appoint from existing employees, make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it;
 - c. make arrangements for a copy of the statement mentioned above to be sent to any person on request;
 - d. where a post has been advertised as required above, the Committee will select from the applications a short list of qualified candidates and will then interview those included in the short list;
 - e. following the interview of candidates, the Committee will come to a view as to the most suitable person to recommend for the position.

2. **Issues**

- 2.1 As above

3. **Proposal**

- 3.1 That the Committee appoint an appointments sub-committee of 5 members to discharge the role set out above. Minimum required under the constitution is set at 3 however given the significance of the role it is recommended a wider member view is sought.

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

This page is intentionally left blank