

Public Document Pack

Date of meeting Thursday, 21st December, 2023
Time Upon completion of the Employment Committee
Venue Astley Room - Castle
Contact Geoff Durham 742222



**NEWCASTLE
UNDER LYME**
BOROUGH COUNCIL

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

Appointments Sub-Committee

AGENDA

PART 1 – OPEN AGENDA

- 1 COMMENCEMENT OF THE RECRUITMENT PROCESS FOR THE HEAD OF PAID SERVICE / CHIEF EXECUTIVE** (Pages 3 - 6)
- 2 JOB DESCRIPTION AND PERSON SPECIFICATION - HEAD OF PAID SERVICE / CHIEF EXECUTIVE** (Pages 7 - 14)

Members: To be appointed at the Employment Committee

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.

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.

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NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

**EXECUTIVE MANAGEMENT TEAM'S
REPORT TO**

THE APPOINTMENTS SUB COMMITTEE

21 December 2023

Report Title: Recruitment for Head of Paid Service

Submitted by: Service Director – Strategy, People and Performance

Portfolios: One Council, People and Partnerships

Ward(s) affected: All

<u>Purpose of the Report</u>	<u>Key Decision</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<p>In line with Section E3 of the Constitution, the Appointments Sub Committee is required to oversee the arrangements for filling the vacancy of Head of Paid Service. This will include a number of steps in process including initiation of the recruitment in approving the Job Description and Person Specification; shortlisting candidates and participating in selection panels for appointment.</p> <p>The purpose of this report is to initiate this recruitment process by requesting approval of the Job Description and Person Specification and to note the commencement of the recruitment campaign.</p> <p>Once the campaign has completed and a shortlist of preferred candidates is confirmed, this sub-committee will interview candidates and make recommendation to Full Council regarding the most suitable person.</p>	
<u>Recommendation</u>	
<p>That the sub-committee approve the job description and person specification and commence the recruitment campaign for the Head of Paid Service.</p>	
<u>Reasons</u>	
<p>In line with the Local Government and Housing Act 1989; there is a statutory duty to appoint a Chief Executive / Head of Paid Service.</p>	

1. **Background**

- 1.1 The current Head of Paid Service has resigned and will leave his position on 31st March 2023.
- 1.2 In line with the Local Government and Housing Act 1989; there is a statutory duty to appoint a Chief Executive / Head of Paid Service.

2. **Issues**

- 2.1 In Line with Section E3 of the Newcastle Under Lyme Borough Council Constitution; the Appointments Sub Committee must oversee the recruitment of this key post.
- 2.2 In initial stages, this includes approving the Job Description and Person Specification which is included in Appendix 1 of this report.
- 2.3 In Line with Section E3 of the Newcastle Under Lyme Borough Council Constitution; the Appointments Sub Committee must "...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."
- 2.4 To this end, in line with the Procurement of Goods, Services or Works below the Public Contracts regulations 2015, written proposals from 2 potential recruitment partners have been sought; with Solace emerging as the preferred bidder. Solace have a wealth of experience in the management and development of Chief Executives within local government and have a proven track record of high quality processes and services resulting in excellent appointments. Their bid also includes continuation of support for the successful candidate in a paid for membership of Solace for one year post appointment.

3. **Recommendation**

- 3.1 That the Appointments Sub Committee approve the Job Description and Person Specification included in Appendix 1
- 3.2 That the Appointments Sub Committee note that the partnering with recruitment consultants Solace enables them to fulfil the responsibility outlined in section 2.3 of this report in that they should "...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."

4. Reasons

4.1 To enable a robust, fair process to discharge the legal requirement to appoint a Head of Paid Service.

5. Options Considered

5.1 To legally comply with the Local Government and Housing Act 1989; there is a statutory duty to appoint a Chief Executive / Head of Paid Service therefore there is no alternative but to recruit.

6. Legal and Statutory Implications

6.1 To legally comply with the Local Government and Housing Act 1989; there is a statutory duty to appoint a Chief Executive / Head of Paid Service

7. Equality Impact Assessment

7.1 The decision to recruit has no direct equality impact, however the recruitment process itself will need equality considerations.

8. Financial and Resource Implications

8.1 To delay recruitment will have a negative financial impact due to the increased costs of interim support.

9. Major Risks & Mitigation

9.1 n/a

10. UN Sustainable Development Goals (UNSDG)



11. **Key Decision Information**

11.1 n/a

12. **Earlier Cabinet/Committee Resolutions**

12.1 n/a

13. **List of Appendices**

13.1 Job Description and Person Specification

14. **Background Papers**

14.1 n/a

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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