

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