

**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

**Purpose of the Report**

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.

**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 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

