

**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