



Agenda

Staff Appointments Committee

Thursday, 16 June 2022 at 7.00 pm
Committee Room 1, Castle Point Borough Council, Kiln Road,
Thundersley, Benfleet, Essex SS7 1TF

Membership (Quorum – 3)

Cllrs Hossack (Chair), Poppy (Vice-Chair), Barrett, S Cloke, Fryd, Gelderbloem, Jakobsson, Laplain and Tanner

Substitute Members

Cllrs Barber, Dr Barrett, Bridge, Kendall, Russell and Sankey

Agenda

Item	Item	Wards(s) Affected	Page No
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1.	Apologies for absence		
2.	Minutes of the meeting held on 1st June 2022	All Wards	5 - 6
3.	Declaration of Interest	All Wards	
4.	Exclusion of the Press and Public The report/appendices are confidential by virtue of the likely disclosure of information exempt under para. 1 and 3 of Part 1 to Schedule 12A to the Local Government Act 1972, namely information relating to any individual and information relating to the financial or business affairs of any particular person (including the Council).	All Wards	

5. **Appointment of Tier 3 Chief Officers as part of #OneTeam Transformation Programme**
Exempt item.

All Wards 7 - 10

A handwritten signature in black ink, appearing to read 'J Stephenson', is centered within a light blue rectangular background.

Jonathan Stephenson
Chief Executive

Town Hall
Brentwood, Essex
08.06.2022

Information for Members

Please note the changes in blue apply to remote meetings

Introduction

The Government has enacted The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 no 392 (the Regulations) which came into force on the 4 April 2020 and will remain in force until the 7 May 2021.

The Council will hold Committee meetings remotely and enable the public to participate by streaming those meetings that are open to the public.

Only those Committee meetings where the public have a right to speak will the facility be available to enable them to participate where the technology is not available for them to exercise this right then their participation will be by written communication read out at the remote meeting.

Substitutes

The names of substitutes shall be announced at the start of the meeting by the Chair and the substitution shall cease at the end of the meeting.

Where substitution is permitted, substitutes for quasi judicial/regulatory committees must be drawn from Members who have received training in quasi- judicial/regulatory decision making. If a casual vacancy occurs on a quasi judicial/regulatory committee it will not be filled until the nominated member has been trained.

Rights to Attend and Speak

Any member may remotely attend any Committee to which these rules apply.

Any Members may attend any Committee to which these procedure rules apply.

A Member who is not a member of the Committee may speak at the meeting. The Member may speak at the Chair's discretion, it being the expectation that a Member will be allowed to speak on a ward matter.

Members requiring further information, or with specific questions, are asked to raise these with the appropriate officer at least two working days before the meeting.

Point of Order/ Personal explanation/ Point of Information

Point of Order


A member may raise a point of order at any time. The Mayor will hear them immediately. A point of order may only relate to an alleged breach of these Procedure Rules or the law. The Member must indicate the rule or law and the way in which they consider it has been broken. The ruling of the Mayor on the point of order will be final.

Personal Explanation


A member may make a personal explanation at any time. A personal explanation must relate to some material part of an earlier speech by the member which may appear to have been misunderstood in the present debate, or outside of the meeting. The ruling of the Mayor on the admissibility of a personal explanation will be final.

Point of Information or clarification

A point of information or clarification must relate to the matter being debated. If a Member wishes to raise a point of information, he/she must first seek the permission of the Mayor. The Member must specify the nature of the information he/she wishes to provide and its importance to the current debate, If the Mayor gives his/her permission, the Member will give the additional information succinctly. Points of Information or clarification should be used in exceptional circumstances and should not be used to interrupt other speakers or to make a further speech when he/she has already spoken during the debate. The ruling of the Mayor on the admissibility of a point of information or clarification will be final.

 Access to Information and Meetings

You have the right to **remotely** attend all meetings of the Council and Committees. You also have the right to see the agenda, which will be published no later than 5 working days before the meeting, and minutes once they are published. Dates of the meetings are available at www.brentwood.gov.uk.

 Guidelines on filming, photography, recording and use of social media at council and committee meetings

The Council will be holding remote Committee meetings and will make these accessible to the public remotely by being recorded and streamed. Whilst the Regulations apply the following paragraphs will not apply to the meetings of the Council.

The council welcomes the filming, photography, recording and use of social media at council and committee meetings as a means of reporting on its proceedings because it helps to make the council more transparent and accountable to its local communities.

Where members of the public use a laptop, tablet device, smart phone or similar devices to make recordings, these devices must be set to 'silent' mode to avoid interrupting proceedings of the council or committee.

If you wish to record the proceedings of a meeting and have any special requirements or are intending to bring in large equipment then please contact the Communications Team before the meeting.

The use of flash photography or additional lighting may be allowed provided it has been discussed prior to the meeting and agreement reached to ensure that it will not disrupt proceedings.

The Chair of the meeting may terminate or suspend filming, photography, recording and use of social media if any of these activities, in their opinion, are disrupting proceedings at the meeting.

 Private Session

Occasionally meetings will need to discuss some of its business in private. This can only happen on a limited range of issues, which are set by law. When a Committee does so, you will be asked to leave the meeting.

The Chair or Clerk to the Committee will disconnect all persons who should leave the meeting prior to continuing there will be a short break to ensure that this has happened.

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 Access

The Council will provide remote access for public participation by the meeting be accessible.

There is wheelchair access to the meeting venue from the Main Entrance. If you do wish to attend this meeting, please contact the clerk should you have specific accessibility needs. There is an induction loop in the meeting room.

 Evacuation Procedures

This procedure does not apply whilst using remote meetings

Evacuate the building using the nearest available exit and congregate at the assembly point in the Car Park.



Minutes

Staff Appointment Committee Wednesday, 1st June 2033

Attendance

Cllr Poppy (Vice- Chair)
Cllr Barrett
Cllr Cloke
Cllr Fryd

Cllr Jakobsson
Cllr Laplain
Cllr Tanner

Apologies

Cllr Hossack
Cllr Gelderbloem

Substitute Present

Cllr Russell (substituting for Cllr Hossack)

Officers Present

Steve Summers	- Strategic Director
Ian Winslet	- Strategic Director
Claire Mayhew	- Corporate Manager (Democratic Services) & Deputy Monitoring Officer
Nichola Mann	- Corporate Manager (Human Resources)

The Deputy Monitoring Officer will open the meeting to inform the Committee that apologies have been received from the Chair, Cllr Hossack.

Therefore, the Vice-chair, Cllr Poppy chaired the meeting for it's duration.

1. Apologies for absence

Apologies were received from Cllr Hossack with Cllr Russell substituting and Cllr Gelderbloem, no substitute was present.

Cllr Poppy **MOVED** and Cllr Jakobsson **SECONDED** that Cllr Tanner acts as vice-chair for the duration of this meeting.

2. Appointment of Tier 3 Chief Officer as part of the #OneTeam Transformation Programme

The purpose of this report is to appoint a sub-committee which will comprise part of an interview panel for the selection of Tier 3 roles as part of the #One Team Transformation Programme.

Mr Summers, introduced the report to Members. Informing them of the membership of the sub-committee should comprise of 3 conservatives, 1 Lib Dem and 1 Labour. Training will be given on 13/14 June with the interview process taking place on 15/16 & 17 June.

Cllr Poppy **MOVED** and Cllr Tanner **SECONDED** the recommendation within the report.

R1. RESOLVE to appoint a sub-committee to act as a member interview panel.

R2. RESOLVE that appointments be made on a pro rata basis to the 5 seats on the sub-committee

Cllr Cloke informed the Chair that the Lib Dem group will not be nominating a member for the sub-committee because we will not participate in a headcount reduction exercise that arises from a decision we voted against.

We do not support the merger with Rochford or any consequent reduction in chief officer support.

Therefore, the 4 nominations for the sub-committee should be submitted to Mrs Mayhew by 8th June.

A vote was taken by a show of hands and it was **RESOLVED**.

Meeting ended at 14:14

Committee(s): Staff Appointments Committee	Date: 16 June 2022
Subject: Appointment of Tier 3 Chief Officers as part of #OneTeam Transformation Programme	Wards Affected: All
Report of: Jonathan Stephenson, Chief Executive	Public
Report Author/s: Name: Jonathan Stephenson, Chief Executive E-mail: jonathan.stephenson@brentwood.rochford.gov.uk	For Decision/Exempt

Summary

The purpose of this report is to appoint up to 9 Tier 3 roles as part of the #OneTeam Transformation Programme.

Recommendation(s)

Members are asked to:

- R1. RESOLVE to appoint the Tier 3 officers as set out in paragraph 3 of this report.**
- R2 RESOLVE to appoint a sub-committee to act as a member interview panel for the Tier 2 Appointment as set out in this report**
- R3. RESOVLE that appointments be made on a pro rata basis to the 5 seats on the sub-committee**

Main Report

Introduction and Background

Tier 3 Appointments

1. At the meeting of Staff Appointments Committee on 1st June 2022, it was resolved to appoint a sub-committee to act as part of a member interview panel for the appointment of up to 9 Tier 3 roles as part of the #OneTeam Transformation Programme with Rochford District Council (RDC).
2. The member interview process will be undertaken on 15 and 16 June 2022. Members of the interview panel are trained in recruitment and selection best practice.
3. On 16 June 2022 the Staff Appointments Committee and the RDC Chief Officer Appointments Committee will each formally convene to make a decision regarding appointment to the 9 Tier 3 roles. The Committee can only appoint

candidates who are already employees of the Council and the RDC Chief Officer Appointments Committee can only appoint candidates who are already employees of RDC. The appointment of the statutory officers (s151 officer and the monitoring officer) will be confirmed at a meeting of the Full Council on 12th July for RDC and 13th July for BBC.

Tier 2 Appointment

4. A vacancy has arisen for a Strategic Director which is being externally advertised and it is necessary therefore to assemble a member interview panel. As with the Tier 3 appointment process, the Staff Appointments Committee and the RDC equivalent – Chief Officer Appointments Committee must each convene a sub-committee. Both sub-committees will then come together to comprise the member interview panel.

5. The Council's sub-committee shall comprise 5 members pro-rata to the political alignment of the Council and its Terms of Reference are:

To make recommendations in respect of the Tier 2 Strategic Director role to be appointed by the Committee

6. Pro rata for the sub-committee comprises:

a. Conservative	3
b. Liberal Democrats	1
c. Labour Party	1

7. Both sub-committees must agree on the proposed candidate which they believe should be appointed. Each sub-committee needs only to come to a majority decision as to its preferred candidate but both sub-committees must agree before the candidate can be recommended for appointment.

8. The Staff Appointments Committee and the RDC Chief Officer Appointments Committee will then be reconvened to formally appoint the relevant candidate.

9. The member interview panel will conduct interviews on 11 July 2022; times and venue to be advised.

Issue, Options and Analysis of Options

10. Creation of a single unified officer team is an identified as intrinsic to the Strategic Partnership with RDC and the #OneTeam Transformation Programme.

11. It is necessary to appoint candidates jointly with RDC in order to fulfil the ambitions of the Strategic Partnership.

12. Any candidates who are not appointed through this process will be dealt with in accordance with the Council's Change Management Protocol or RDC's Managing Organisational Change Policy as appropriate.

Reasons for Recommendation

13. To appoint Tier 3 roles as part of the #OneTeam Transformation Programme.

Consultation

14. Employee consultation has been undertaken as part of the HR process.

References to Corporate Plan

15. The partnership will identify further opportunities for beneficial shared service arrangements with other local authorities. In addition, the partnership's strategic priorities of:

- Deliver financially sustainable, high-quality services that are valued by our community;
- Lead the way to improve our environment by acting locally, contributing globally;
- Provide high quality, sustainable housing to meet the needs of our community;
- Improve the quality of life, health and wellbeing of our residents; and
- Create opportunities for economic growth and improved connectivity in which businesses can flourish;

broadly reflect the Council's priorities of :

- Growing the economy;
- Protecting the environment;
- Developing communities;
- Improving housing; and
- Delivering an effective and efficient council.

Implications

Financial Implications

Name/Title: Jacqueline Van Mellaerts, Corporate Director (Finance & Resources)
Tel/Email: 01277 312829/jacqueline.vanmellaerts@brentwood.gov.uk

16. As set out in the 1st June 2022, Staff Appointments Committee report.

Legal Implications

Name & Title: Amanda Julian, Corporate Director (Law & Governance) and Monitoring Officer

Tel & Email: 01277 312705/amanda.julian@brentwood.gov.uk

17. As set out in the 1st June 2022, Staff Appointments Committee report.

Other Implications (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

18. None.

Background Papers

19. None.

Appendices to this report

None.