



# Agenda

## Staff Appointments Committee

Thursday, 14 July 2022 at 7.00 pm  
Council Chamber, Town Hall, Ingrave Road, Brentwood,  
Essex  
CM15 8AY

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### 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

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### Agenda

| Item | Item  | Wards(s)<br>Affected | Page No |
|------|---|----------------------|---------|
| 1.   | Apologies for absence   |                      |         |
| 2.   | Minutes of the meeting held on 16th June 2022   | All Wards            | 5 - 8   |
| 3.   | Declaration of Interest   | All Wards            |         |
| 4.   | <b>Exclusion of the Press and Public</b><br>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 2 Strategic Director and Tier 3 sub-committee as part of #OneTeam Transformation Programme** All Wards 9 - 14
6. **Urgent Business** All Wards



Jonathan Stephenson  
Chief Executive

Town Hall  
Brentwood, Essex  
06.07.2022

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### Information for Members

#### Substitutes

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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.

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#### Rights to Attend and Speak

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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.

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#### Point of Order/ Personal explanation/ Point of Information

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##### 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.

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### Information for Members of the Public

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#### Access to Information and Meetings

You have the right to 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](http://www.brentwood.gov.uk).

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

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

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these activities, in their opinion, are disrupting proceedings at the meeting.

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 **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.

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  **Access**

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**

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



## Minutes

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### Staff Appointments Committee Thursday, 16th June, 2022

#### Attendance

Cllr Hossack (Chair)  
Cllr Barrett  
Cllr Jakobsson

Cllr Gelderbloem  
Cllr Tanner

#### Apologies

Cllr Poppy  
Cllr S Cloke

Cllr Fryd  
Cllr Laplain

#### Substitute Present

Cllr Russell (substituting for Cllr Poppy)

#### Officers Present

|                     |   |   |
|---------------------|---|---|
| Jonathan Stephenson | - | Joint Chief Executive   |
| Angela Hutchings    | - | Strategic Director  |
| Claire Mayhew       | - | Corporate Manager (Democratic Services) & Deputy Monitoring Officer |
| Nichola Mann        | - | Corporate Manager (Human Resources)                                 |

#### Also Present

|                   |   |  |
|-------------------|---|--|
| Sonia Worthington | - | Principal Democratic & Corporate Service Manager (RDC) |
| Michelle Kirk     | - | East of England Local Government Association           |

### 16. Apologies for absence

Apologies were received from Cllr Poppy with Cllr Russell substituting and Cllr Cloke, Fryd and Laplain, no substitutes were present.

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

A vote was taken by a show of hand as was **RESOLVED UNANIMOUSLY**.

**17. Minutes of the meeting held on 1st June 2022**

The minutes of the meeting held on 1<sup>st</sup> June were **APPROVED** and signed as a true record, subject to amendment to the date by the Clerk.

**18. Declaration of Interest**

There were none.

**19. Exclusion of the Press and Public**

Cllr Hossack **MOVED** and Cllr Tanner **SECONDED** the exclusion of the press and public. As 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 a particular person (including the Council).

A vote was taken by a show of hand as was **RESOLVED UNANIMOUSLY**.

**20. Appointment of Tier 3 Chief Officers as part of #OneTeam Transformation Programme**

The Committee considered the report by the Joint Chief Executive to appoint up to 9 Tie 3 roles as part of the OneTeam Transformation Programme and to appoint a Sub-Committee as an interview panel for the selection of the Tier 2 Strategic Director role.

Cllr Hossack **MOVED** and Cllr Tanner **SECONDED** the recommendations within the report, which were voted on separately.

**R1. To appoint the Tier 3 officer as set out in paragraph 3 of the report.**

**That the following 5 appointments to be made as part of the #One Team Transformation Programme.**

|                     |   |   |
|---------------------|---|---|
| <b>Candidate 11</b> | - | <b>Director of Place</b>                    |
| <b>Candidate 9</b>  | - | <b>Director of Policy and Delivery</b>      |
| <b>Candidate 4</b>  | - | <b>Director of Communities &amp; Health</b> |
| <b>Candidate 5</b>  | - | <b>Director of Resources</b>                |
| <b>Candidate 8</b>  | - | <b>Director of Environment</b>              |

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

**R2. To appoint a Sub-Committee to ace as a member interview panel for the Tier 2 Appointments as set out in this report.**

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

**R3. To appointments be made on a pro rata basis to the seats on the sub-Committee.**

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

The meeting concluded at 19:40pm

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|  |   |
|--|---|
| <b>Committee(s):</b> Staff Appointments Committee  | <b>Date:</b> 14 <sup>th</sup> July 2022 |
| <b>Subject:</b> Appointment of Tier 2 Strategic Director and Tier 3 sub-committee as part of #OneTeam Transformation Programme | <b>Wards Affected:</b><br><b>All</b>    |
| <b>Report of:</b> Jonathan Stephenson, Chief Executive   | <b>Public</b>                           |
| <b>Report Author/s:</b><br>Name: Jonathan Stephenson, Chief Executive<br>E-mail: jonathan.stephenson@brentwood.rochford.gov.uk | <b>For Decision/Exempt</b>              |

## Summary

The purpose of this report is to appoint a Strategic Director (Tier 2) as part of the #OneTeam Transformation Programme.

To appoint a sub-committee which will comprise part of an interview panel for the selection of Tier 3 roles as part of the #OneTeam Transformation Programme.

## Recommendation(s)

**Members are asked to:**

- R1. To appoint the Strategic Director (Tier 2) (subject to confirmation of the remuneration package by Council).**
- R2. That a Sub-Committee be appointed to act as a Member interview panel, as set out in this report.**
- R3. That appointments be made on a pro rata basis to the 5 seats on the Sub Committee.**

## Main Report

### **Introduction and Background**

#### ***Tier 2 Appointment***

1. At the meeting of the Staff Appointments Committee on 16<sup>th</sup> June 2022, it was resolved to appoint a sub-committee to act as part of a member interview panel for the appointment of a Strategic Director (Tier 2) as part of the #OneTeam Transformation Programme with Rochford District Council (RDC).
2. The member interview process will be undertaken on 14<sup>th</sup> July 2022. Members of the interview panel are trained in recruitment and selection best practice.

3. On 14 July 2022, the Staff Appointments Committee and the RDC Chief Officer Appointments Committee will each formally convene to make a decision regarding appointment the Strategic Director (Tier 2). This appointment of the will be confirmed at a meeting of the Full Council on 26<sup>th</sup> July for RDC and 27<sup>th</sup> July for BBC.

### ***Tier 3 Appointments***

After the appointments made by the Staff Appointment Committee on 16<sup>th</sup> June, vacancies have arisen for the following Tier 3 roles:

- Director of Housing
  - Director of People and Governance
  - Director of Resource
  - Director of Assets and Investment
  - Director of Customer & Data Insight
4. These positions will be externally/internally advertised, and it is necessary therefore to assemble a member interview panel as previous convened to undertake the interview process.
  5. 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.
  6. 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 3 appointments to be appointed by the Committee”.*
  7. Pro rata for the sub-committee comprises:

|                      |   |
|----------------------|---|
| a. Conservative      | 3 |
| b. Liberal Democrats | 1 |
| c. Labour Party      | 1 |
  8. 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.
  9. The member interview panel will conduct interviews on 21, 22, 23, 26, 27, 28 September 2022, venue and timings to be confirmed.

10. The Staff Appointments Committee and the RDC Chief Officer Appointments Committee will then reconvene at 7pm on 28<sup>th</sup> September 2022 to formally appoint the relevant candidate.

### **Issue, Options and Analysis of Options**

11. Creation of a single unified officer team is an identified as intrinsic to the Strategic Partnership with RDC and the #OneTeam Transformation Programme.
12. It is necessary to appoint candidates jointly with RDC in order to fulfil the ambitions of the Strategic Partnership.

### **Reasons for Recommendation**

13. To appoint Tier 2 role as part of the #OneTeam Transformation Programme.

### **Consultation**

14. Not applicable.

### **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 312500/jacqueline.vanmellaerts@brentwood.gov.uk**

16. The costs associated with this selection and appointments process will be met from the overall #OneTeam Transformation Programme budget, the Council's share of which was agreed by Council on 26 January 2022.
17. Support for the Tier 3 appointment process was originally budgeted at £20k; this will be spent in full. There have also been additional costs of c.£5k incurred to date as part of the appointment process. There will be further recruitment costs incurred in relation to the remaining vacant roles; this will be confirmed at a later date as recruitment proposals are still being finalised.
18. It is anticipated that these additional costs can be met from within the overall #OneTeam Transformation Programme budget of £600k (£300k for each organisation), which was agreed by Council on 26 January 2022. This would be achieved by moving monies from other budget lines. This will be confirmed once the full costs are known.
19. There will also be additional recruitment costs associated with the Tier 2 appointment process, which were not originally anticipated at the time the #OneTeam Transformation Programme budget was agreed; these will be shared on a 50/50 basis and funded from existing budgets.

### **Legal Implications**

**Name & Title: Amanda Julian, Corporate Director (Law & Governance) and Monitoring Officer**  
**Tel & Email: 01277 312500/amanda.julian@brentwood.gov.uk**

20. Appointment of chief officers is defined within Part 4.8 of the Council's constitution.
21. The process defined above is in line with appointment of senior positions within the Council.

### **Economic Implications**

**Name & Title: Phil Drane, Corporate Director (Planning)**  
**Tel & Email: 01277 312500/phil.drane@brentwood.gov.uk**

22. There are no direct economic implications arising from this report.

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

23. None.

### **Background Papers**

24. None.

### **Appendices to this report**

25. None.

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