



# Agenda

## Staff Appointments Committee

Tuesday, 31 October 2023 at 6.00 pm  
Council Chamber - Town Hall

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### Membership (Quorum – 3)

Cllrs Mrs Davies (Chair), Mrs N Cuthbert (Vice-Chair), Aspinell, Gelderbloem, Gorton, Parker, Poppy, Sankey and White


### Substitute Members

Cllrs Bridge, Kendall, Mynott, Mrs Pound and Worsfold

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### Agenda

| Item | Item   | Wards(s)<br>Affected | Page No |
|------|--|----------------------|---------|
| 1.   | Apologies for absence  | All Wards            |         |
| 2.   | Minutes from the previous meeting held on 21st March 2023                                    | All Wards            | 5 - 8   |
| 3.   | Declaration of Interest  | All Wards            |         |
| 4.   | Appointment of Tier 2 and Tier 3 Chief Officers as part of #OneTeam Transformation Programme | All Wards            | 9 - 12  |
| 5.   | Urgent Business  | All Wards            |         |



Jonathan Stephenson  
Chief Executive

Town Hall  
Brentwood, Essex  
23.10.2023

## Information for Members

Please note the changes in blue apply to remote meetings

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### 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.

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### 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.

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### 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.

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### 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](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 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.

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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.

**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.

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## Minutes

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### Staff Appointments Committee Tuesday, 21st March, 2023

#### Attendance

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

Cllr Fryd  
Cllr Gelderbloem  
Cllr Sankey

#### Apologies

Cllr Laplain

#### Substitute Present

Cllr Barber  
Cllr Bridge

#### Also Present

#### Officers Present

|               |   |
|---------------|---|
| Emily Yule    | Strategic Director  |
| Claire Mayhew | Corporate Manger(Democratic Service) & Deputy<br>Monitoring Officer |
| Zoe Saward    | Human Resources   |

#### 427. Apologies for absence

Apologies were received by Cllr Hossack and Cllr Barber was substituting and Cllr Tanner and Cllr Bridge was substituting and Cllr Laplain, no substitute was present.

In the absence of the Chair, Cllr Hossack the Vice Chair, Cllr Poppy became Chair for the duration of the meeting.

Cllr Poppy **MOVED** and Cllr Barber **SECONDED** that Cllr Barrett acts as Vice Chair for the duration of this meeting.

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

**428. Minutes of the previous meeting held on 27th September 2022**

The minutes for the meeting held on 27<sup>th</sup> September 2022, was signed a true record subject the Cllr Laplain attendance and the removal of Cllr Sankey as a substitute.

**429. Declaration of Interest**

There were none.

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

Cllr Poppy **MOVED** and Cllr Barrett **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**.

**431. Appointment of Tier 3 Chief Officers as part of the #OneTeam Transformation Programme - Exempt**

The purpose of this report is to appoint up to 2 Tier 3 roles as part of the #OneTeam Transformation Programme.

**Members are asked to:**

**R1. It is proposed that the Committee RESOLVES to appoint the Tier 3 officers following recommendations from the interview panel.**

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

The appointment to the Director of Housing was made. No appointments were made the Director of Resource or Director of People & Governance.

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

The meeting concluded at 19:05



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## STAFF APPOINTMENTS COMMITTEE

31<sup>st</sup> October 2023

|                       |  |
|-----------------------|--|
| <b>REPORT TITLE:</b>  | APPOINTMENT OF TIER 2 AND TIER 3 CHIEF OFFICERS – ONETEAM TRANSFORMATION PROGRAMME |
| <b>REPORT OF:</b>     | JONATHAN STEPHENSON – CHIEF EXECUTIVE  |
| <b>REPORT IS FOR:</b> | DECISION   |

### REPORT SUMMARY

To appoint a Sub-Committee that will comprise an interview panel for the selection of Tiers 2 and 3 roles as part of the OneTeam Transformation Programme.

### RECOMMENDATIONS

- R1** - To appoint a Sub-Committee to act as a Member interview panel, as set out in this report.
- R2** - That appointments to the Sub-Committee be made on a pro rata basis to the 5 seats on the Sub-Committee.

### SUPPORTING INFORMATION

#### 1.0 REASON/S FOR RECOMMENDATIONS

- 1.1 The Council is seeking to recruit to 2 Strategic Director posts (Section 151 Officer) and (Commercial and Regeneration) post.
- 1.2 The current Director of Place is due to leave the Council at the end of the calendar year and there is accordingly a need to recruit to this post to ensure continuity in the New Year.

## **2.0 BACKGROUND INFORMATION**

- 2.1 On 25 January 2022 the Council agreed the Strategic Partnership between the Council and Rochford District Council (RDC). As part of this partnership, the Chief Executive was given delegated authority to create a single officer team supporting both councils. The roles being recruited to sit within tiers 2 and 3 of the officer team structure.
- 2.2 Both Councils have engaged SOLACE to support with this recruitment based on best value for money and recent performance. The selection process will include:-
- Psychometric testing – a personality assessment and a numerical and verbal reasoning assessment;
  - Assessment centre - bespoke assessment exercises designed to assess candidates against role requirements; and
  - Member interview panel.

## **3.0 MEMBER INTERVIEW PANEL**

- 3.1 The 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.
- 3.2 It is proposed that the Council's Sub-Committee shall comprise of 5 Members pro-rata to the political alignment of the Council and its terms of reference are:-
- To make recommendations in respect of the relevant Tier 2 roles to Full Council and to make recommendations in respect of the relevant Tier 3 role to be appointed by the Committee.
- 3.3 Both Sub-Committees must agree on the proposed candidates which they believe should be appointed. Each Sub-Committee needs only to come to a majority decision as to its preferred candidates but both Sub-Committees must agree before the candidates can be recommended for appointment.
- 3.4 SOLACE and the Chief Executive will advise the Member interview panel in their deliberations.
- 3.5 The Committee and the RDC – Chief Officer Appointments Committee will then be reconvened to formally appoint the Tier 3 candidate and to recommend their preferred candidates to Full Council for the 2 Strategic Director roles.
- 3.6 The Member interview panel will conduct interviews on 30 November, 1 and 4 December 2023; times and venue to be advised. Training for Members of the Member interview panel will be provided by SOLACE on the afternoon of 22 November 2023.

#### **4.0 RELEVANT RISKS**

- 4.1 The appointment of a single unified officer team is intrinsic to the Strategic Partnership with RDC.
- 4.2 It is necessary to appoint candidates jointly with RDC in order to fulfil the ambitions of the Strategic Partnership.

#### **5.0 FINANCIAL IMPLICATIONS**

- 5.1 The costs associated with this recruitment process will be met from the overall OneTeam Transformation Programme budget, the Council's share of which was agreed by Council on 25 January 2022. The main cost will be SOLACE support which was budgeted at £34,000.

#### **6.0 LEGAL/GOVERNANCE IMPLICATIONS**

- 6.1 Appointment of Chief Officers is defined within Part 3 of the Council's Constitution.
- 6.2 Pro-rata for the Sub-Committee comprises:-
- |                      |   |
|----------------------|---|
| Joint Administration | 3 |
| Conservatives        | 2 |

#### **7.0 EQUALITY & HEALTH IMPLICATIONS**

- 7.1 There are none arising from this report.

**REPORT AUTHOR: Name:** Jonathan Stephenson  
**Title:** Chief Executive  
**Phone:** 01277 312500  
**Email:** jonathan.stephenson@brentwood.rochford.gov.uk,

#### **SUBJECT HISTORY (last 3 years)**

| <b>Council Meeting</b>              | <b>Date</b>      |
|-------------------------------------|------------------|
| <b>Staff Appointments Committee</b> | <b>10/9/2021</b> |
| <b>Staff Appointments Committee</b> | <b>1/6/2022</b>  |
| <b>Staff Appointments Committee</b> | <b>16/6/2022</b> |
| <b>Staff Appointments Committee</b> | <b>14/7/2022</b> |
| <b>Council</b>                      | <b>27/7/2022</b> |
| <b>Staff Appointments Committee</b> | <b>27/9/2022</b> |

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|-------------------------------------|------------------|
| <b>Staff Appointments Committee</b> | <b>21/3/2023</b> |
|-------------------------------------|------------------|