



# Agenda

## Staff Appointments Committee

Monday, 12 February 2024 at 6.00 pm

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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) Affected	Page No
1.	Apologies for absence		
2.	Minutes of the previous meeting		5 - 8
3.	Declaration of interest		
4.	Appointment of Tier 2 Chief Executive - OneTeam Transformation Programme		9 - 12
5.	Urgent business		

Jonathan Stephenson  
Chief Executive

Town Hall  
Brentwood, Essex  
02.02.2024

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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, 7th December, 2023

#### Attendance

Cllr Mrs Davies (Chair)	Cllr Gorton
Cllr Mrs N Cuthbert (Vice-Chair)	Cllr Parker

#### Apologies

Cllr Gelderbloem	Cllr Poppy
Cllr Aspinell	

#### Substitute Present

Cllr Mynott  
Cllr Mrs Pound  
Cllr Worsfold

#### Also Present

#### Officers Present

Jonathan Stephenson	Chief Executive
Claire Mayhew	Acting Director of People and Governance & Monitoring Officer
Zoe Saward	Acting Service Manager – People and Culture

#### 253. Apologies for absence

Apologies were received by Cllr Aspinell and Cllr Mynott was substituting, Cllr White and Cllr Pound was substituting, Cllr Sankey and Cllr Worsfold was substituting.

Apologies were also received by Cllr Poppy and Cllr Gelderbloem, not substitutes was present.

#### 254. Minutes from previous meeting held on 31st October 2023

The minutes for the meeting held on 31<sup>st</sup> October 2023, were signed as a true record.

**255. Declaration of Interest**

There were none at this stage.

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

Cllr Mrs Davies **MOVED** and Cllr N Cuthbert **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**.

**257. Appointment of Tier 2 and Tier 3 Chief Officers as part of the #OneTeam Transformation project - Exempt**

Two vacancies have recently arisen in the Corporate Leadership Team (CLT), following a resignation and a notice of retirement. In accordance with the constitution, a Chief Officer Appointment Sub-Committee must be convened to conduct interviews for Chief Officers at tier 2 – Strategic Director and tier 3 – Director. The details of the candidates recommended by the sub-committee have been appended to this report.

The Staff Appointments Committee's approval is now sought to appoint to the Director of Place role and to recommend a candidate to the Full Council for appointment to the Strategic Director (Commercial and Regeneration) role.

These roles are OneTeam appointments and will also be subject to the required approvals by Rochford District Council.

**RECOMMENDATIONS**

**R1** - To appoint the candidate named in Appendix A (exempt) to the Director of Place post.

**R2** - To recommend to the Full Council, the appointment of the candidate named in Appendix C (exempt to the Strategic Director (Commercial and Regeneration)).

Cllr Mrs Davies **MOVED** and Cllr Parker **SECONDED** the recommendations within the report and appoint the candidates named in the exempt appendix.

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

**258. Urgent Business**

There were no items of urgent business.

The meeting concluded at 18:09

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## STAFF APPOINTMENTS COMMITTEE

12<sup>th</sup> February 2024

<b>REPORT TITLE:</b>	APPOINTMENT OF TIER 2 CHIEF OFFICER – 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 a Tier 2 role 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 a Strategic Director/Deputy Chief Executive post.
- 1.2 The current Strategic Director/Deputy Chief Executive is due to leave the Council on the 21 April 2024 and there is accordingly a need to recruit to this post to ensure continuity.

#### 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 Tier 2 role to Full Council.

3.3 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.

3.4 The Member interview panel will be provided appropriate advice in their deliberations by the Chief Executive and Human Resources.

3.5 The Committee and the RDC – Chief Officer Appointments Committee will then be reconvened to recommend their preferred candidate to Full Council for the Strategic Director/Deputy Chief Executive role.

3.6 The Member interview panel will conduct interviews on 11 March 2024, times and venue to be advised. Training for Members of the Member interview panel will be provided, if required.

### **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 £12,000.

## 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)

Council Meeting	Date
Staff Appointments Committee	10/9/2021
Staff Appointments Committee	1/6/2022
Staff Appointments Committee	16/6/2022
Staff Appointments Committee	14/7/2022
Council	27/7/2022
Staff Appointments Committee	27/9/2022
	21/3/2023
Staff Appointments Committee	31/10/2023
	07/12/2023

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