



# Agenda

## Staff Appointments Committee

Tuesday, 12 March 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.	<b>Apologies for absence</b>		
2.	<b>Minutes from the previous meeting</b>		5 - 6
3.	<b>Declaration of interest</b>		
4.	<b>Exclusion of the Press and Public</b> 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).		
5.	<b>Appointment of Tier 2 Chief Officer - OneTeam transformation programme</b> Appendix A and B are exempt.		7 - 10
6.	<b>Urgent Business</b>		

A handwritten signature in black ink, appearing to read 'Jonathan Stephenson', is written over a horizontal line.

Jonathan Stephenson  
Chief Executive

Town Hall  
Brentwood, Essex  
04.03.2024

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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 Monday, 12th February, 2024

#### Attendance

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

#### Apologies

Cllr Aspinell	Cllr Poppy
Cllr Gelderbloem	

#### Officers Present

Zoey Foakes	- Governance & Member Support Officer
Nichola Mann	- Acting Joint Director of People & Governance

#### 369. Apologies for absence

Apologies were received from Cllrs Aspinell, Gelderbloem and Poppy.

#### 370. Minutes of the previous meeting

The minutes of the meeting held on 7<sup>th</sup> December 2023 were signed as a true record.

#### 371. Declaration of interest

There were none at this stage.

#### 372. Appointment of Tier 2 Chief Executive - OneTeam Transformation Programme

The report sought to appoint a Sub-Committee that would comprise an interview panel for the selection of a Tier 2 role as part of the OneTeam Transformation Programme.

Cllr Mrs Davies **MOVED** and Cllr White **SECONDED** the recommendations within the report and the 5 members to form a sub committee would be

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

**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.**

**REASON/S FOR RECOMMENDATIONS**

The Council is seeking to recruit to a Strategic Director/Deputy Chief Executive post.

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.

**373. Urgent business**

There were no items of urgent business.

The meeting concluded at 6:04pm.



## STAFF APPOINTMENTS COMMITTEE

12<sup>th</sup> March 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

A vacancy has recently arisen in the Corporate Leadership Team (CLT), following a resignation. In accordance with the constitution, a Staff Appointment Sub-Committee must be convened to conduct interviews for Chief Officers at tier 2 – Strategic Director. The details of the candidate recommended by the sub-committee have been appended to this report.

The Staff Officer Appointment Committee's approval is now sought to recommend a candidate to the Full Council for appointment to the Strategic Director (Deputy Chief Executive) role.

This role is a OneTeam appointment and will also be subject to the required approvals by Rochford District Council.

### RECOMMENDATIONS

- R1 -** To recommend to the Full Council, the appointment of the candidate named in Appendix A to the Strategic Director (Deputy Chief Executive).

### SUPPORTING INFORMATION

#### 1.0 BACKGROUND INFORMATION

- 1.1 At the meeting of the Committee on the 12<sup>th</sup> February 2024 it was resolved to appoint a Sub-Committee to act as part of a Member interview panel for the appointment of the Tier 2 role as part of the OneTeam with Rochford District Council (RDC).
- 1.2 The Member interview process takes place on the 11<sup>th</sup> March 2024. This authority's Staff Appointment Committee and the RDC Chief Officer Appointments Committee will each formally convene to make a recommendation to Council regarding the appointment of the above role. The Strategic Director appointment will be considered at a meeting of Full Council on 13<sup>th</sup> March for this Council and 19<sup>th</sup> March for RDC.

## **2.0 RELEVANT RISKS**

- 2.1 Creation of a single unified officer team is identified as intrinsic to the Strategic Partnership with RDC and the OneTeam Transformation Programme.
- 2.2 It is necessary to appoint candidates jointly with RDC in order to fulfil the ambitions of the Strategic Partnerships.

## **3.0 FINANCIAL IMPLICATIONS**

- 3.1 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 26 January 2022. The main cost will be SOLACE support which has been budgeted at £12,000, to be split between the two Councils.

## **4.0 LEGAL/GOVERNANCE IMPLICATIONS**

- 4.1 Appointment of Chief Officers is defined within Part 3 of the Council's Constitution.

## **8.0 EQUALITY & HEALTH IMPLICATIONS**

- 8.1 The recruitment process has been fully compliant with the requirements of the Equalities Act.

Appendices:

Appendix A – Strategic Director, SOLACE Report

Appendix B – Strategic Director, Score Sheet

**REPORT AUTHOR: Name:** Jonathan Stephenson  
**Title:** Chief Executive  
**Phone:** 01702 963313  
**Email:** jonathan.stephenson@brentwood.rochford.gov.uk

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

<b>Council Meeting</b>	<b>Date</b>
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<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>Ordinary Council</b>	<b>27/7/2022</b>
<b>Staff Appointments Committee</b>	<b>27/9/2022</b>
<b>Staff Appointments Committee</b>	<b>21/3/2023</b>
<b>Staff Appointments Committee</b>	<b>31/10/2023</b>
<b>Staff Appointments Committee</b>	<b>07/12/2023</b>
<b>Staff Appointments Committee</b>	<b>12/02/2024</b>

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