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Monitoring Officer
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Agenda

Name of meeting	APPOINTMENTS AND EMPLOYMENT COMMITTEE
Date	WEDNESDAY 12 OCTOBER 2022
Time	10.00 AM
Venue	COUNCIL CHAMBER, COUNTY HALL, NEWPORT, ISLE OF WIGHT
Members of the committee	Cllrs L Peacey-Wilcox (Chairman), J Bacon, P Brading, S Ellis, J Robertson (Vice-Chairman), I Stephens and C Quirk
	Democratic Services Officer: Marie Bartlett democratic.services@iow.gov.uk

1. **Apologies and Changes in Membership (if any)**

To note any changes in membership of the Committee made in accordance with Part 4B paragraph 5 of the Constitution.

2. **Minutes** (Pages 5 - 6)

To confirm as a true record the Minutes of the meeting held on 10 August 2022.

3. **Declarations of Interest**

To invite Members to declare any interest they might have in the matters on the agenda.



Details of this and other Council committee meetings can be viewed on the Isle of Wight Council's Committee [website](#). This information may be available in alternative formats on request. Please note the meeting will be audio recorded and the recording will be placed on the website (except any part of the meeting from which the press and public are excluded). Young people are welcome to attend Council meetings however parents/carers should be aware that the public gallery is not a supervised area.

4. **Public Question Time - 15 Minutes Maximum**

Questions may be asked without notice but to guarantee a full reply at the meeting, a question must be put including the name and address of the questioner by delivery in writing or by electronic mail to Democratic Services at democratic.services@iow.gov.uk, no later than two clear working days before the start of the meeting. Therefore the deadline for written questions will be Friday, 7 October 2022.

5. **Urgent Business**

To consider any matters which, in the Chairman's opinion, are urgent.

6. **Members' Question Time**

A question must be submitted in writing or by electronic mail to Democratic Services no later than 10am on Monday, 10 October 2022.

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

To consider passing a resolution that, under Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business, namely Agenda item number 8, on the grounds that there is likely to be disclosure of exempt information as defined in paragraphs 1 and 2 of Part 1 of Schedule 12A of the Act and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

8. **Shortlisting for appointment of Chief Executive and Head of Paid Service**
(Pages 7 - 218)

To review the applications received and determine a shortlist in readiness for the next stage in the recruitment process.

CHRISTOPHER POTTER
Monitoring Officer
Tuesday, 4 October 2022

Interests

If there is a matter on this agenda which may relate to an interest you or your partner or spouse has or one you have disclosed in your register of interests, you must declare your interest before the matter is discussed or when your interest becomes apparent. If the matter relates to an interest in your register of pecuniary interests then you must take no part in its consideration and you must leave the room for that item. Should you wish to participate as a member of the public to express your views where public speaking is allowed under the Council's normal procedures, then you will need to seek a dispensation to do so. Dispensations are considered by the Monitoring Officer following the submission of a written request. Dispensations may take up to 2 weeks to be granted.

Members are reminded that it is a requirement of the Code of Conduct that they should also keep their written Register of Interests up to date. Any changes to the interests recorded on that form should be made as soon as reasonably practicable, and within 28 days of the change. A change would be necessary if, for example, your employment changes, you move house or acquire any new property or land.

If you require more guidance on the Code of Conduct or are unsure whether you need to record an interest on the written register you should take advice from the Monitoring Officer – Christopher Potter on (01983) 821000, email christopher.potter@iow.gov.uk, or Deputy Monitoring Officer - Justin Thorne on (01983) 821000, email justin.thorne@iow.gov.uk.

Notice of recording

Please note that all meetings that are open to the public and press may be filmed or recorded and/or commented on online by the council or any member of the public or press. However, this activity must not disrupt the meeting, and if it does you will be asked to stop and possibly to leave the meeting. This meeting may also be filmed for live and subsequent broadcast (except any part of the meeting from which the press and public are excluded).

If you wish to record, film or photograph the council meeting or if you believe that being filmed or recorded would pose a risk to the safety of you or others then please speak with the democratic services officer prior to that start of the meeting. Their contact details are on the agenda papers.

If the press and public are excluded for part of a meeting because confidential or exempt information is likely to be disclosed, there is no right to record that part of the meeting. All recording and filming equipment must be removed from the meeting room when the public and press are excluded.

If you require further information, please see the council guide to reporting on council meetings which can be found at <http://www.iwight.com/documentlibrary/view/recording-of-proceedings-guidance-note>

All information that is recorded by the council is held in accordance with the Data Protection Act 2018. For further information please contact Democratic Services at democratic.services@iow.gov.uk

Arrangements for Submitting Oral Questions at Meetings:

To guarantee a reply at the meeting, members of the public must deliver their question in writing or by email to democratic.services@iow.gov.uk no later than two clear working days prior to the meeting. Each question must give the name and address of the questioner. Any written question received by the deadline stated in the agenda will receive a written response.

A question may be asked at the meeting without prior notice but in these circumstances, there is no guarantee that a full reply will be given.



Minutes

Name of meeting	APPOINTMENTS AND EMPLOYMENT COMMITTEE
Date and Time	WEDNESDAY 10 AUGUST 2022 COMMENCING AT 4.00 PM
Venue	CONFERENCE ROOM 5, FLOOR 4, COUNTY HALL, NEWPORT, ISLE OF WIGHT
Present	Cllrs L Peacey-Wilcox (Chairman), J Bacon, P Brading, S Ellis, J Robertson (Vice-Chairman) and I Stephens
Also Present	Sharon Betts and Judy Mason

13. **Minutes**

RESOLVED:

THAT the minutes of the meeting held on 28 June be approved.

14. **Declarations of Interest**

There were no declarations of interest received.

15. **Public Question Time - 15 Minutes Maximum**

No public questions were received.

16. **Urgent Business**

There was no urgent business for discussion.

17. **Appointment of Chief Executive and Head of Paid Service**

Concern was raised at the amount of time taken to recruit to senior posts generally within the council. This would be a matter for further consideration outside of the meeting.

Assurances were sought that this process would be conducted robustly and that all applications would be notified to the Committee at the earliest opportunity, As such

a dedicated resource was being assigned to oversee the process. It was confirmed that the recruitment process was being reviewed and an update was to be given to the committee shortly. The Committee believed the council should do everything necessary to advertise as widely as possible in order to attract a good number of quality candidates.

A discussion took place as to the length of time for which the post should be advertised and whether the usual four-week period should be extended to six weeks,

It was suggested that the post be advertised throughout the whole of September with a closing date at the end of the month, and it was believed to be important that any given deadline should not be extended beyond that stated in the advert.

The possibility of using a micro-site which was already being used in Children's Services was mentioned, however there would be a cost implication for this of £11,700 which would have to be weighed up against any perceived benefit. Further details would be circulated to the Committee following the meeting for them to discuss informally, as it was believed that more information would be useful.

RESOLVED:

That the Committee authorise proceeding to start the recruitment process for the appointment of a permanent Chief Executive and Head of Paid Service, in accordance with the job description and person specification appended to the report.

18. Members' Question Time

There were no Members' questions received.

CHAIRMAN



Purpose: For Decision

Committee report

Committee	APPOINTMENTS AND EMPLOYMENT COMMITTEE
Date	12 OCTOBER 2022
Title	SHORTLISTING FOR APPOINTMENT OF CHIEF EXECUTIVE AND HEAD OF PAID SERVICE
Report of	LEADER OF THE COUNCIL AND STRATEGIC OVERSIGHT

EXECUTIVE SUMMARY

1. Following the Appointment Committee's decision at their August meeting to proceed with the recruitment of a permanent Chief Executive and Head of Paid Service for the council, an extensive national recruitment campaign was undertaken through September and the Committee is now invited to review the applications received and determine a shortlist in readiness for the next stage of the recruitment process.

BACKGROUND

2. The position of Head of Paid Service is a governance statutory chief officer, and the functional requirements of the role are set out in Section 4 of the Local Government and Housing Act 1989. It is the duty of every local authority to designate one of their officers as their head of paid service. It is usual given the nature of the statutory duties set out in the legislation for this designation to be given to the chief executive. The current constitution also makes for this provision.
3. As the nation continues in its recovery from the COVID-19 pandemic it and the council must continue to assess and respond to its legacy and the impacts that the pandemic has had on the Island's communities and council services. There are many other challenges facing the council that require a medium to long term approach so that the council's response is proportionate, structured and sustainable, not least the continued economic uncertainty and future sustainability of public services whilst facing increased pressures on adult and children's social care and wider organisational transformation to meet these challenges.

4. The council's corporate plan sets out clear priorities for delivery which will address key issues facing the Island and what the Island's communities have told us are most important to them. The housing crisis is central to those priorities and requires collective and collegiate working to deliver real solutions. Stakeholders will only want to invest their limited time and capacity in building these relationships if they are aware there will be a degree of longevity to them and that there is someone who can provide stable and clear strategic leadership in post on a permanent basis.
5. As a result of a national advertising campaign, with adverts in the MJ and the Guardian, 21 formal applications have been received from a diverse range of candidates which members are now invited to assess against the job description and person specification for the role for suitability to include on the final shortlist and in readiness for the next phase of the recruitment exercise. The role has had 431 views and 90 application clicks with a response rate of 20.88% in the MJ. statistics for the Guardian are 851 job views and 145 clicks through to our website. In terms of Facebook the figures are: 20,635, post reach: 19,623, post engagement: 2,132; on LinkedIn: Impressions: 1,933, unique impressions: 1,226, engagements: 175, Clicks: 90
6. Confidential Appendix 1 provides the candidate summaries and applications for consideration in conjunction with the job description and person specification for the role of chief executive and head of paid service for the purposes of candidate assessment.

CORPORATE PRIORITIES AND STRATEGIC CONTEXT

7. The position of chief executive and head of paid service is the central role in affording the council with the strategic leadership co-ordination, vision, motivation and direction of staffing resources that underpin the successful delivery of the council's corporate plan and its key priorities. The council has a legal duty to designate an officer as their head of paid service and it is usual for this to be the chief executive. Making a permanent appointment to the role affords confidence that there are adequate arrangements in place to meet the council's corporate governance obligations which sit alongside the safe, lawful and effective delivery of the council's corporate plan.

CONSULTATION

8. No specific consultation has been undertaken although the leader and deputy leader of the council have been informed that we are ready to proceed to the first aspect of the selection process and support the proposed action to shortlist the applications received for a permanent appointment to the position of chief executive and head of paid service.

FINANCIAL / BUDGET IMPLICATIONS

9. The role has been established at a spot salary which currently stands at £138,038 (excluding on costs of employers' national insurance and employer pension contribution) per annum which was determined through market testing. The nationally negotiated pay inflation awards determined by the National Joint Council for Local Government Services is applied in the same

way as all other council staff. There is budgetary provision for this role within the council's base budget.

LEGAL IMPLICATIONS

10. The Appointments and Employment Committee is responsible for making a recommendation as to the appointment of a governance statutory chief officer. Any such recommendation for appointment must be:
 - (a) made on merit
 - (b) subject to a job summary
 - (c) subject to appropriate advertisement where the appointment is not an internal process

11. An offer of appointment to a candidate cannot be made until cabinet has been notified of the proposed appointment and that within a specified period cabinet, through the leader, has made no material or well-founded objection to the proposed appointment. The final decision as to whether to agree the offer of appointment will be subject to a decision of Full Council, including to consider if any cabinet objection is material or well founded. As such if authority is given to proceed to start the recruitment process, the Appointments and Employment Committee will be required to make recommendation as to the appointment of a particular candidate to Full Council at a further meeting of the committee before formal appointment can be confirmed.

EQUALITY AND DIVERSITY

12. The council as a public body is required to meet its statutory obligations under the Equality Act 2010 to have due regard to eliminate unlawful discrimination, promote equal opportunities between people from different groups and to foster good relations between people who share a protected characteristic and people who do not share it. The protected characteristics are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

13. The council's, "aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best" (Equality, diversity and inclusion statement and guidance, 2021). The recruitment and appointment process will be undertaken in accordance with this aim and the council's published guidance.

OPTIONS

14. There are considered to be two options for the committee to consider:

Option 1: That the committee shortlists the applicants for interview for the appointment of a chief executive and head of paid service in accordance with the job description and person specification in appendix 2 to this report.

Option 2: That the committee determine that there are no suitable applications or insufficient applications that meet the requirements of the job description and person specification and refer back for re-advertising.

RECOMMENDATION

Option 1: That the committee shortlists the applicants for interview for the appointment of a chief executive and head of paid service in accordance with the job description and person specification in appendix 2 to this report.

Option 2: That the committee determine that there are no suitable applications or insufficient applications that meet the requirements of the job description and person specification and refer back for re-advertising.

RISK MANAGEMENT

We may not have sufficient applications that meet the specification of requirements to afford robust candidate comparison but to delay or defer for re-advertisement may not be in the best interests of the council and could lose good candidates?

Therefore, mitigation may well be that they interview those who they are confident meet the specification and proceed to the next phase of selection and the interview process and if then unsuccessful to revert to re-advertisement.

EVALUATION

15. The appointment of a permanent chief executive and head of paid service will afford the council with stability in the strategic staffing leadership necessary to secure the successful delivery of the council's corporate plan and its key priorities. It will also afford the opportunity for the necessary medium to longer term planning to be undertaken in responding to both the national and local challenges within local government and in the delivery of sustainable local public services.
16. Someone who is employed on a permanent basis will afford the necessary development and maintenance of strong partnerships and working relationships across all sectors that also underpins the action needed to respond to the challenges that the Island faces.
17. It remains that there is a legal duty placed upon the local authority to designate one of its officers as the head of paid service to fulfil the statutory governance requirements of managing a local authority and by appointing to a permanent position provides stability and assurance that these duties and responsibilities are being taken seriously by external auditing bodies, our Island communities and council staff.

APPENDICES ATTACHED

Appendix 1: confidential candidate applications and summaries and details of presentation, proposed interview questions and outline of intended associated selection activities to assist the panel in the appointment process.

BACKGROUND PAPERS

18. None

Contact Point: Sharon Betts, Director of Corporate Services ☎ 821000 e-mail
Sharon.betts@iow.gov.uk

SHARON BETTS
Director of Corporate Services

CLLR LORA PEACEY-WILCOX
Leader of the Council and Strategic Oversight

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