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Monitoring Officer
Christopher Potter

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Agenda

Name of meeting	APPOINTMENTS AND EMPLOYMENT COMMITTEE
Date	TUESDAY 27 JUNE 2023
Time	10.00 AM
Venue	COUNCIL CHAMBER, COUNTY HALL, NEWPORT, ISLE OF WIGHT
Members of the committee	Cllrs L Peacey-Wilcox (Chairman), J Robertson (Vice-Chairman), P Brading, G Brodie, J Medland and I Stephens
	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 3 November 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 Thursday, 22 June 2023.

5. **Urgent Business**

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

6. **Report of the Monitoring Officer** (Pages 7 - 10)

The Establishment of a Sub Committee.

7. **Members' Question Time**

A question must be submitted in writing or by electronic mail to Democratic Services no later than 10am on Friday, 23 June 2023.

CHRISTOPHER POTTER
Monitoring Officer
Monday, 19 June 2023

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	THURSDAY 3 NOVEMBER 2022 COMMENCING AT 6.00 PM
Venue	COUNCIL CHAMBER, COUNTY HALL, NEWPORT, ISLE OF WIGHT
Present	Cllrs L Peacey-Wilcox (Chairman), J Robertson (Vice-Chairman), J Bacon, P Brading, C Quirk and I Stephens
Also Present	Sharon Betts and Judy Mason
Apologies	Cllr S Ellis

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

It had been agreed that Cllr C Quirk would be the substitute member for Cllr S Ellis.

28. **Minutes**

RESOLVED:

THAT the minutes of the meeting held on 12 October 2022 be approved.

29. **Declarations of Interest**

There were no Declarations of Interest.

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

There were no Public Questions

31. **Urgent Business**

There were no items of Urgent Business

32. **Members' Question Time**

There were no Members' Questions.

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

The Committee resolved to adjourn to private session for the next item of business.

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

The Committee adjourned to private session. Upon reconvening, the Chairman announced that there had been an outstanding number of candidates with very good applications for the position. A preferred candidate had been chosen and it was;

RESOLVED:

That Full Council be recommended to approve the appointment of candidate X to the position of Chief Executive which is designated as the Head of Paid Service and that, should such approval be granted, that an offer of appointment (with a start date to be agreed by the Director of Corporate Services) be duly made by the Director of Corporate Services on behalf of the Committee to that person (subject to prior compliance with the statutory notification requirements and there being no objections from any member of the Cabinet, or any such objection if made, not being material or not being well-founded under paragraph 5 of Schedule 1 to the Local Authorities (Standing Orders) (England) Regulations 2001 as amended).

CHAIRMAN



Purpose: For Decision

Committee report

Committee	APPOINTMENTS AND EMPLOYMENT COMMITTEE
Date	27 JUNE 2023
Title	ESTABLISHMENT OF, AND APPOINTMENTS TO, THE APPOINTMENTS AND EMPLOYMENT SUB-COMMITTEE
Report of	MONITORING OFFICER

EXECUTIVE SUMMARY

1. The purpose of this report is to appoint an appointments and employment sub-committee (which meets as and when necessary or needed) from the membership of the Appointments and Employment Committee, with its terms of reference being as set out in the Constitution.

RECOMMENDATION

2. That an appointments and employment sub-committee be appointed of any three members drawn from the Appointments and Employment Committee on an ad hoc basis, with the terms of reference as set out in the Constitution, and that it be politically proportionate as far as practicable, with a quorum of three such members (except that, when dealing with action in respect of a Governance Statutory Chief Officer, the membership will also include two independent persons as appointed under section 28(7) of the Localism Act 2011).

BACKGROUND

3. The Full Council appoints its Appointments and Employment Committee annually and its Appointments and Employment Committee has power to establish a sub-committee.
4. The Council's Constitution sets out the terms of reference of the proposed appointments and employment sub-committee in Part 3 Section 6 (currently on page 36/37).
5. It is proposed that (as presently detailed in the Constitution) the appointments and employment sub-committee comprises three members drawn from this committee, that it be politically balanced as far as practicable, and that the quorum of the appointments and employment sub-committee should be three councillors (When

dealing with action in respect of a Governance Statutory Chief Officer, the membership will also include two independent persons as appointed under section 28(7) of the Localism Act 2011).

6. The appointment of such a sub-committee facilitates effective and efficient decision-making and has proved to be very useful to conduct the business of the local authority.

CORPORATE PRIORITIES AND STRATEGIC CONTEXT

7. Good governance arrangements are essential to the delivery of the council's services and the decision-making process that support this.

Responding to climate change and enhancing the biosphere

8. This would reduce the emissions created from requiring all members of the Appointments and Employment Committee to be in attendance to only three members therefore reducing the level of emissions from transport used, it would also reduce the amount of printing undertaken.

CONSULTATION

9. None

FINANCIAL / BUDGET IMPLICATIONS

10. There are no additional costs associated with the proposals contained in this report. The recommendations accord with the resources available within the overall budget agreed by Full Council in February 2023.

LEGAL IMPLICATIONS

11. An 'ordinary committee' may appoint one or more sub-committees under section 102 (1) (c) of the Local Government Act 1972. Membership of such a committee is subject to section 15 of the Local Government and Housing Act 1989 ('duty to allocate seats to political groups') i.e. it is required to be politically proportionate (unless alternative arrangements have been agreed under section 17 of that Act).
12. The Council's Constitution sets out the terms of reference of the Appointments and Employment Committee on page 36, and of the sub-committee on page 36-37.

EQUALITY AND DIVERSITY

13. 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. It is not considered that the content of this report has any negative impact on any of the protected characteristics.

OPTIONS

14. **Option 1:** To agree the appointment of a sub-committee of any three members drawn from the Appointments and Employment Committee on an ad hoc basis, with the terms of reference as set out in the Constitution and that it be politically proportionate as far as is practicable, with a quorum of three such members (except that, when dealing with action in respect of a Governance Statutory Chief Officer, the membership will also include two independent persons as appointed under section 28(7) of the Localism Act 2011).
15. **Option 2:** To not allow the establishment such a sub-committee.

RISK MANAGEMENT

16. The recommendations are to ensure that the council meets its corporate governance requirements and responds to changing requirements and demands. These should lessen the risks arising from any challenge to the decision-making process by way of judicial review or other such legal action.

EVALUATION

17. An effective governance system for the council is essential to enable business to be transacted efficiently, and in a timely manner. The appointment of a sub-committee supports this.

BACKGROUND PAPERS

18. None.

Contact Point: Christopher Potter, Monitoring Officer, ☎ 821000 e-mail christopher.potter@iow.gov.uk

CLAIRE SHAND
Director of Corporate Services

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