

**Joint Appointments**  
**Committee**

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**BROMSGROVE DISTRICT COUNCIL AND REDDITCH BOROUGH COUNCIL**

**MEETING OF THE JOINT APPOINTMENTS COMMITTEE**

WEDNESDAY 13TH NOVEMBER 2024

AT 5.00 P.M.

COMMITTEE ROOM 2 - PARKSIDE

MARKET STREET, BROMSGROVE, WORCESTERSHIRE B61 8DA

MEMBERS: Councillors K.J. May (Co-Chair), Baker (Co-Chair),  
M. Dormer, W. Hartnett, S. Harvey, C.A. Hotham,  
R. J. Hunter, P. M. McDonald, J. Spilsbury and P. J. Whittaker

**AGENDA**

**1. Nomination of Chair for the meeting**

Members are asked to note that under the terms of reference for the Joint Appointments Committee, the Leaders of Bromsgrove District Council and Redditch Borough Council should take it in turns to Chair meetings of the Joint Appointments Committee.

**2. Declarations of Interest**

**3. Appointments to the Joint Appointments Sub-Committee (Pages 5 - 10)**

**4. To consider any urgent business, details of which have been notified to the Assistant Director of Legal, Democratic and Property Services prior to the commencement of the meeting and which the Chair, by reason of special circumstances, considers to be of so urgent a nature that it cannot wait until the next meeting**

Sue Hanley  
Joint Chief Executive

31st October 2024



If you have any queries on this Agenda please contact  
Jess Bayley-Hill

Parkside, Market Street, Bromsgrove, B61 8DA or  
Redditch Town Hall, Walter Stranz Square, Redditch B98 8AH  
Tel: (01527) 64252 Ext: 3072  
Email: [jess.bayley-hill@bromsgroveandredditch.gov.uk](mailto:jess.bayley-hill@bromsgroveandredditch.gov.uk)

## **GUIDANCE ON FACE-TO-FACE MEETINGS**

Please note that this is a public meeting.

If you have any questions regarding the agenda or attached papers,  
please do not hesitate to contact the officer named above.

### **GUIDANCE FOR ELECTED MEMBERS AND MEMBERS OF THE PUBLIC ATTENDING MEETINGS IN PERSON**

Meeting attendees and members of the public are encouraged not to attend the meeting if they have if they have common cold symptoms or any of the following common symptoms of Covid-19 on the day of the meeting; a high temperature, a new and continuous cough or a loss of smell and / or taste.

#### **Notes:**

Although this is a public meeting, there are circumstances when Council might have to move into closed session to consider exempt or confidential information. For agenda items that are exempt, the public are excluded.

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2024

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## APPOINTMENTS TO THE JOINT APPOINTMENTS SUB-COMMITTEE

Relevant Portfolio Holders	Councillors Joe Baker, Leader of Redditch Borough Council and Karen May, Leader of Bromsgrove District Council
Portfolio Holder Consulted	
Relevant Lead Officer	Becky Talbot Human Resources and Organisational Development Manager
Report Author Becky Talbot	Job Title: Human Resources and Organisational Development Manager Contact email: <a href="mailto:becky.talbot@bromsgroveandredditch.gov.uk">becky.talbot@bromsgroveandredditch.gov.uk</a> Contact Tel:
Wards Affected	All
Ward Councillor(s) consulted	N/A
Relevant Council Priorities	Sustainability
Non-Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	

### 1. RECOMMENDATIONS

The Joint Appointments Committee is asked to **RESOLVE**

- 1) to agree nominations to the Joint Appointments Sub-Committee for the appointments of the Head of Paid Service and Chief Executive and the Deputy Chief Executive and Section 151 Officer respectively. This should consist of three members from each authority from amongst the membership of the Joint Appointments Committee and must include the Leaders of the Councils;
- 2) that the quorum for meetings of the Joint Appointments Sub-Committee for the recruitment of the Head of Paid Service and Chief Executive and the Deputy Chief Executive and Section 151 Officer should be three Members, which must include at least one Councillor from each authority and at least one Leader; and
- 3) to note the timetable for the recruitment of the Head of Paid Service and Chief Executive and the Deputy Chief Executive and Section 151 Officer.

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### 2. BACKGROUND

- 2.1 A Joint Appointment Committee was approved by Bromsgrove District Council's Full Council on 17<sup>th</sup> July 2024 and Redditch Borough Council's Full Council on 29<sup>th</sup> July 2024.
- 2.2 The final interviews for the Head of Paid Service and Deputy Chief Executive (Section 151 Officer) roles will be separate meetings of the Joint Appointments Sub-Committee. The membership of the Joint Appointment Sub-Committee needs to be determined by the Joint Appointments Committee and include the Leaders of each authority.
- 2.3 It should be noted that the Leaders of the Council will take it in turns to chair meetings of both the Joint Appointments Committee and the Sub-Committee.

### 3. OPERATIONAL ISSUES

- 3.1 Members of the Sub-Committee will be required to undertake training in order to participate in the interviews. In the event that Members are unable to attend the training they will be not be able to sit on the Sub-Committee's interviewing panel. It is proposed that training should be delivered to Members of the Sub-Committee on the afternoon of 19<sup>th</sup> November 2024.
- 3.2 The recruitment key dates, attached Appendix 1, details the various steps required within the process. The dates identified are set, therefore it is important that Members who are appointed to the Sub-Committee are able to attend.
- 3.3 To ensure consistency and that only trained Members participate in the recruitment process, substitutions will not be permitted at meetings of the Appointments Sub-Committee.
- 3.4 In considering whether to participate in meetings of the Joint Appointments Sub-Committee, Members should note that the interviews will need to take place during the day. Therefore, members of the Sub-Committee will need to be available to participate in meetings held during the day.

### 4. FINANCIAL IMPLICATIONS



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4.1 There are no direct financial implications arising from the appointment of the Joint Appointments Sub-Committee.

4.2 The Section 151 Officer is a statutory officer position at the Councils and is responsible for the proper administration of the authorities' financial affairs.

### 5. LEGAL IMPLICATIONS

5.1 The mandatory provisions in Council constitutions are the Local Authorities (Standing Orders) Regulations 2001 (as amended) Schedule I Part II. These provisions are reproduced in the Joint Appointments Committee Terms of Reference.

### 6. OTHER - IMPLICATIONS

#### Relevant Priorities for the Councils

6.1 Effective financial management underpins all the Councils' operations and the achievement of both Councils' priorities.

6.2 The appointment of a Head of Paid Service and a Section 151 Officer will ensure there is stability and continuity at both authorities.

6.3 This continuity and stability will assist the Councils in terms of being sustainable authorities moving forward.

#### Climate Change Implications

6.4 There are no specific climate change implications.

#### Equalities and Diversity Implications

6.5 There are no direct equalities implications.

### 7. RISK MANAGEMENT

7.1 Failure to agree appointments to the Joint Appointments Sub-Committee at this meeting could delay the recruitment process for the positions of Head of Paid Service and Deputy Chief Executive and Section 151 Officer.

7.2 Due to the significant number of Council and Committee meetings across the two authorities, identifying an additional meeting date on

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which to discuss appointments to the Joint Appointments Sub-Committee further, within the timeframes for the recruitment process, would be extremely challenging.

- 7.2 Any delays to the recruitment processes for these roles could impact on the Councils' chances of recruiting the most appropriate candidates to those positions.

### 8. APPENDICES and BACKGROUND PAPERS

#### Appendices

Appendix A – Recruitment Key Dates

#### Background Papers

'Establishment of a Joint Appointments Committee' report to Bromsgrove District Council's full Council meeting held on 17<sup>th</sup> July 2024: [Council agenda - 17th July 2024](#)

'Establishment of a Joint Appointments Committee' report to Redditch Borough Council's full Council meeting held on 29<sup>th</sup> July 2024: [Council agenda - 29th July 2024](#)

## CHIEF EXECUTIVE AND DEPUTY CHIEF EXECUTIVE

### Recruitment Key Dates

Detail	Who	Date/Time/Venue
Joint Appointment Committee (JAC)	JAC	<b>Wednesday 13<sup>th</sup> November 5.00-6.00 pm at Parkside Committee Room 2</b>
Training of Sub Committee (online)	Sub Committee	<b>Tuesday 19<sup>th</sup> November at 4.00 pm (Teams)</b>
Shortlist meeting (both roles)	Sub Committee	<b>Thursday 5<sup>th</sup> December 10 am – 1 pm–Greenlands Business Centre, Redditch (Conference, Rm 6 &amp; 8)</b>
1-2-1 chats and (both roles)  *CEX – Leaders & CEO * Deputy – Leaders/PH & CEO (TBC)	CX/Leaders /PHs	<b>Monday 9<sup>th</sup> December (All day) Greenlands Business Centre, Redditch (Conference, Rm 6 &amp; 8) <i>NB Cabinet Working Group BDC 5 pm</i></b>
Final interviews (Chief Executive)	Sub Committee	<b>Monday 16<sup>th</sup> December – all day Committee Room 2 &amp; CXs &amp; WCC - Parkside</b>
Final interviews (Deputy Chief Executive)	Sub Committee	<b>Wednesday 18<sup>th</sup> December – all day Greenlands Business Centre, Redditch (Conference, Rm 6 &amp; 8)</b>
Joint Appointment Panel	JAC	<b>8<sup>th</sup> January 2025 – Parkside Committee Room 2,– 5.30 pm</b>

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