

## Chief Officer Appointments Committee – 1 June 2022

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Minutes of the meeting of the **Chief Officer Appointments Committee** held on **1 June 2022** when there were present:-

Chairman: Cllr S E Wootton  
Vice-Chairman: Cllr Mrs C E Roe

Cllr Mrs C M Mason  
Cllr G W Myers

Cllr J E Newport  
Cllr Mrs V A Wilson

### **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs J R F Mason, Mrs L Shaw and I H Ward.

### **SUBSTITUTES**

Cllr M Hoy - for Cllr J R F Mason  
Cllr D J Sperring - for Cllr Mrs L Shaw

### **OFFICERS PRESENT**

A Hutchings - Strategic Director  
S Worthington - Principal Democratic & Corporate Services Officer

### **ALSO PRESENT**

N Mann - Corporate Manager, Human Resources, BBC

### **100 APPOINTMENT OF TIER 3 CHIEF OFFICERS AS PART OF #ONETEAM TRANSFORMATION PROGRAMME**

The Committee considered the report of the Joint Chief Executive seeking the appointment of a Sub-Committee which will comprise part of an interview panel for the selection of Tier 3 roles as part of the #OneTeam Transformation Programme. The Strategic Director clarified anticipated timings in respect of paragraph 3.7 of the report, namely 0930 – 1730 on 15 June, 1000 – 1700 on 16 June and 0930 – 1200 on 17 June for the Sub-Committees with the Committee convening at midday on 17 June, all at the Castle Point Borough Council offices.

In response to a Member question as to whether different Members would be able to participate in the Sub-Committee, the Strategic Director recognised that, although consistency was important, there were practical difficulties associated with the need for sessions to be scheduled over consecutive days which made it difficult for the same Members to be involved throughout the process. However, each interview would be standalone with no overlap between sessions.

Responding to another Member query as to how the proposed leadership roles differed from the current Assistant Director roles, the Strategic Director

advised that these were new roles working across both councils, strategically focused rather than quasi operational.

In response to a question around training, the Strategic Director confirmed that this would be done remotely in advance of the interview sessions; these could be daytime or evening and could be recorded. She further emphasised, in response to a supplementary question as to why the training wasn't in person, that the process was being led by the East of England Government Association (EELGA), hence delivery had to be remote. It was noted that there would be merit in additional Members to those nominated to the Sub-Committee also participating in the associated training.

The Strategic Director confirmed, in response to a Member query around format of interviews that these would be competency based interviews with set questions and scoring criteria.

Responding to a Member question as to whether the activities set out in paragraph 2.4 had yet been completed, the Strategic Director advised that the psychometric testing had taken place and were being analysed by EELGA to identify areas of strength/areas for development. The assessment centre tests would be undertaken on 7-8 June. Performance would be assessed by an independent former Chief Executive specifically commissioned for this purpose with the results fed back to the interview panels. The interview panel comprised of two halves, with both halves needing to agree on successful applicants; each half's final recommendation would be determined by a majority of those present. If both Committees did not agree to appoint then an appointment would not be made.

There was debate around the scoring undertaken by the interview panel and it was established that scoring was undertaken for the purpose of ranking applicants. There was no pass/fail benchmark, however, as it was within the scope of the Committee to either appoint or not to appoint. The independent former Chief Executive would, however, highlight any associated risks to the Committee. It was noted that the process for internal recruitment was different to recruiting externally. The councils wanted to give all applicants the opportunity to showcase their talents and would not want to lose talent due to the need for development in a particular area; where that development could be met as part of the new role. It was emphasised that the recruitment process would not dilute the required standard of competency compared to an external appointment process; however, the Committee would have maximum discretion to make the necessary appointments.

In response to a Member question relating to the Section 151 Officer and Monitoring Officer roles the Strategic Director confirmed that there would be a separation of these two roles from the Director roles and any of the applicants would be able to apply for these roles which would operate across both councils. Any applicants who expressed an interest in applying for these roles would have additional interview questions covering the required competency of those statutory officer roles.

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It was noted that the RDR nomination to the Sub-Committee would be Cllr Mrs V A Wilson and that the other nominations should be communicated to the Principal Democratic & Corporate Services Officer by close of play on 8 June.

### Resolved

- (1) That a Sub-Committee be appointed to act as a Member interview panel, as set out in the report.
- (2) That appointments be made on a pro rata basis to the 5 seats on the Sub-Committee. (CE)

The meeting commenced at 9.30 am and closed at 10.02 am.

Chairman .....

Date .....

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