

CABINET ITEM COVERING SHEET PROFORMA

**AGENDA ITEM**

**REPORT TO CABINET**

**5 FEBRUARY 2009**

**REPORT OF  
CORPORATE  
MANAGEMENT TEAM**

**COUNCIL DECISION**

**Regeneration and Transport – Lead Cabinet Member – Councillor Cook  
Housing and Community Safety – Lead Cabinet Member – Councillor Nelson  
Environment – Lead Cabinet Member – Councillor Mrs Beaumont**

**APPOINTMENT PANEL FOR POST OF CORPORATE DIRECTOR FOR  
DEVELOPMENT AND NEIGHBOURHOOD SERVICES**

1. Summary

This report provides details of the proposed arrangements for the Appointment Panel for the post of Corporate Director for Development and Neighbourhood Services.

2. Recommendation

The proposed Appointment Panel arrangements outlined at paragraph 3 of the report be recommended to Council for approval.

3. Reasons for the Recommendations/Decision(s)

To ensure an Appointments Panel is established urgently for the purposes of the appointment process for the post of Corporate Director for Development and Neighbourhood Services.

4. Members' Interests

Members (including co-opted Members with voting rights) should consider whether they have a personal interest in the item as defined in the Council's code of conduct (**paragraph 8**) and, if so, declare the existence and nature of that interest in accordance with paragraph 9 of the code.

Where a Member regards him/herself as having a personal interest in the item, he/she must then consider whether that interest is one which a member of the public, with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice the Member's judgement of the public interest (**paragraphs 10 and 11 of the code of conduct**).

A Member with a prejudicial interest in any matter must withdraw from the room where the meeting considering the business is being held -

- in a case where the Member is attending a meeting (including a meeting of a select committee) but only for the purpose of making representations, answering questions or giving evidence, provided the public are also allowed to attend the meeting for the same purpose whether under statutory right or otherwise, immediately after making representations, answering questions or giving evidence as the case may be;
- in any other case, whenever it becomes apparent that the business is being considered at the meeting;

and must not exercise executive functions in relation to the matter and not seek improperly to influence the decision about the matter (**paragraph 12 of the Code**).

**Further to the above, it should be noted that any Member attending a meeting of Cabinet, Select Committee etc; whether or not they are a Member of the Cabinet or Select Committee concerned, must declare any personal interest which they have in the business being considered at the meeting (unless the interest arises solely from the Member's membership of, or position of control or management on any other body to which the Member was appointed or nominated by the Council, or on any other body exercising functions of a public nature, when the interest only needs to be declared if and when the Member speaks on the matter), and if their interest is prejudicial, they must also leave the meeting room, subject to and in accordance with the provisions referred to above.**

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DEVELOPMENT AND NEIGHBOURHOOD SERVICES**

**SUMMARY**

This report provides details of the proposed arrangements for the Appointment Panel for the post of Corporate Director for Development and Neighbourhood Services.

**RECOMMENDATION**

The proposed Appointment Panel arrangements outlined at paragraph 3 of the report be recommended to Council for approval.

**DETAIL**

1. The Council's Employee Employment Procedure Rules require Cabinet to consider and refer to full Council with recommendations for approval, arrangements for the appointment of Chief Officers (eg Corporate Directors).
2. In order to ensure that the required Appointment Panel for the post of Corporate Director for Development and Neighbourhood Service is established Cabinet is asked to consider the proposals detailed below and recommend them for approval to Council.
3. In accordance with the normal arrangements for Chief Officer and Assistant Chief Officers appointments, Cabinet is asked to recommend to Council that a Panel for the appointment of the Corporate Director for Development and Neighbourhood Service be established on the following basis:-

Leader of the Council  
Cabinet Member for Regeneration and Transport  
Cabinet Member for Housing and Community Safety  
Cabinet Member for the Environment  
2 Members from the Labour Group  
2 Members from Independent Groups  
1 Member from Liberal Democrat Group

If circumstances require it, any member initially identified to serve on the Panel may request that a substitute, from his/her political group, serve in their place. This would necessitate the substitute member concerned attending the Panel's shortlisting meeting, formal interview and any other relevant meetings associated with the appointment.

#### **FINANCIAL IMPLICATIONS**

4. There are no financial implications arising directly from this report. The costs of appointment will be met from within existing budgets.

#### **LEGAL IMPLICATIONS**

5. The proposed appointment panel arrangements will satisfy the requirements of the Council's Employee Employment Procedure Rules.

#### **RISK ASSESSMENT**

6. The appointment process is categorised as low to medium risk which will be managed in part by the establishment of the proposed Panel.

#### **SUSTAINABLE COMMUNITY STRATEGY IMPLICATIONS**

7. The proposed appointment is relevant to Arts, Leisure and Culture, Economic Regeneration and Transport, Environment and Housing sustainable community strategy themes.

#### **EQUALITIES IMPACT ASSESSMENT**

8. It is not considered to be necessary for an Equality Impact Assessment to be carried out for the purposes of this report.

#### **CONSULTATION INCLUDING WARD/COUNCILLORS**

9. This is not a Ward specific matter. Political Groups and relevant Cabinet Members have been consulted.

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<u>Background Papers</u>	Council's Employee Employment Procedure Rules
<u>Ward(s) and Ward Councillors:</u>	Not Ward Specific
<u>Property</u>	Not applicable

