

NOTICE  
OF  
MEETING  
**APPOINTMENT COMMITTEE**

will meet on

**Thursday 9 February 2023**

**At 2.00 pm**

In the

**Winton Room**

To: Members of the Appointment Committee

Councillors Andrew Johnson (Chairman), Samantha Rayner (Vice-Chair), Lynne Jones and Simon Werner

Kirsty Hunt, Service Lead – Electoral & Democratic Services - Issued: 1 February 2023

Members of the Press and Public are welcome to attend Part I of this meeting. The agenda is available on the Council's web site at [www.rbwm.gov.uk](http://www.rbwm.gov.uk) or contact the Democratic Services Officer - **Becky Oates** [becky.oates@rbwm.gov.uk](mailto:becky.oates@rbwm.gov.uk) or 01628 796310

**Recording of Meetings** – By participating in the meeting by audio and/or video, you are giving consent to being recorded. If you have any questions regarding the council's policy, please speak to Democratic Services or a Legal representative prior to the meeting.

## AGENDA

### Part I

| <u>Item</u> | <u>Subject</u>   | <u>Page No</u> |
|-------------|--|----------------|
| 1.          | <u>Apologies</u><br>To receive any apologies for absence.  | -              |
| 2.          | <u>Declarations of Interest</u><br>To receive any declarations of interest.  | 3 - 4          |
| 3.          | <u>Minutes</u><br>To approve the Part I minutes of the meeting held on 13 January 2023.  | 5 - 6          |
| 4.          | <u>Local Government Act 1972 - Exclusion of the Public</u><br>To consider passing the following resolution:<br><br>"That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the remainder of the meeting while discussion takes place on item 5 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1-7 f Part I of Schedule 12A of the Act." | -              |

### Part II

| <u>Item</u> | <u>Subject</u>   | <u>Page No</u> |
|-------------|--|----------------|
| i.          | <u>Part II Minutes</u><br>To approve the Part II minutes of the meeting held on 13 January 2023.<br><br><b><i>(Not for publication by virtue of Paragraph 1, 4 of Part 1 of Schedule 12A of the Local Government Act 1972)</i></b> | 7 - 8          |
| i.          | <u>Review of Senior Management Roles and Responsibilities</u><br><br><b><i>(Not for publication by virtue of Paragraph 2, 4 of Part 1 of Schedule 12A of the Local Government Act 1972)</i></b>                                    | 9 - 18         |

## MEMBERS' GUIDE TO DECLARING INTERESTS AT MEETINGS

### Disclosure at Meetings

If a Member has not disclosed an interest in their Register of Interests, they **must make** the declaration of interest at the beginning of the meeting, or as soon as they are aware that they have a Disclosable Pecuniary Interest (DPI) or Other Registerable Interest. If a Member has already disclosed the interest in their Register of Interests they are still required to disclose this in the meeting if it relates to the matter being discussed.

Any Member with concerns about the nature of their interest should consult the Monitoring Officer in advance of the meeting.

### Non-participation in case of Disclosable Pecuniary Interest (DPI)

Where a matter arises at a meeting which directly relates to one of your DPIs (summary below, further details set out in Table 1 of the Members' Code of Conduct) you must disclose the interest, **not participate in any discussion or vote on the matter and must not remain in the room** unless you have been granted a dispensation. If it is a 'sensitive interest' (as agreed in advance by the Monitoring Officer), you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted by the Monitoring Officer in limited circumstances, to enable you to participate and vote on a matter in which you have a DPI.

Where you have a DPI on a matter to be considered or is being considered by you as a Cabinet Member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

*DPIs (relating to the Member or their partner) include:*

- *Any employment, office, trade, profession or vocation carried on for profit or gain.*
- *Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses*
- *Any contract under which goods and services are to be provided/works to be executed which has not been fully discharged.*
- *Any beneficial interest in land within the area of the council.*
- *Any licence to occupy land in the area of the council for a month or longer.*
- *Any tenancy where the landlord is the council, and the tenant is a body in which the relevant person has a beneficial interest in the securities of.*
- *Any beneficial interest in securities of a body where:*
  - a) *that body has a place of business or land in the area of the council, and*
  - b) *either (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body or (ii) the total nominal value of the shares of any one class belonging to the relevant person exceeds one hundredth of the total issued share capital of that class.*

Any Member who is unsure if their interest falls within any of the above legal definitions should seek advice from the Monitoring Officer in advance of the meeting.

### Disclosure of Other Registerable Interests

Where a matter arises at a meeting which **directly relates** to one of your Other Registerable Interests (summary below and as set out in Table 2 of the Members Code of Conduct), you must disclose the interest. **You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.** If it is a 'sensitive interest' (as agreed in advance by the Monitoring Officer), you do not have to disclose the nature of the interest.

### Other Registerable Interests:

- a) any unpaid directorships
  - b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
  - c) any body
    - (i) exercising functions of a public nature
    - (ii) directed to charitable purposes or
    - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
- of which you are a member or in a position of general control or management

### Disclosure of Non- Registerable Interests

Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a DPI) or a financial interest or well-being of a relative or close associate, or a body included under Other Registerable Interests in Table 2 you must disclose the interest. **You may speak on the matter only if members of the public are also allowed to speak at the meeting** but otherwise **must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation**. If it is a 'sensitive interest' (agreed in advance by the Monitoring Officer) you do not have to disclose the nature of the interest.

Where a matter arises at a meeting which **affects** –

- a. your own financial interest or well-being;
- b. a financial interest or well-being of a friend, relative, close associate; or
- c. a financial interest or well-being of a body included under Other Registerable Interests as set out in Table 2 (as set out above and in the Members' code of Conduct)

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied.

Where a matter (referred to in the paragraph above) **affects** the financial interest or well-being:

- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

**You may speak on the matter only if members of the public are also allowed to speak at the meeting** but otherwise **must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation**. If it is a 'sensitive interest' (agreed in advance by the Monitoring Officer, you do not have to disclose the nature of the interest.

### Other declarations

Members may wish to declare at the beginning of the meeting any other information they feel should be in the public domain in relation to an item on the agenda; such Member statements will be included in the minutes for transparency.

# Agenda Item 3

## APPOINTMENT COMMITTEE

FRIDAY 13 JANUARY 2023

PRESENT: Councillors Andrew Johnson (Chair), Samantha Rayner (Vice-Chair), Simon Werner and David Hilton

Officers: Nikki Craig and Becky Oates

### APOLOGIES

Apologies were received from Councillor Lynne Jones and Councillor Carroll, the latter of whom was substituted by Councillor Hilton.

### DECLARATIONS OF INTEREST

No declarations of interest were received.

### MINUTES

**RESOLVED UNANIMOUSLY:** That the Part I minutes of the meeting held on 17<sup>th</sup> November 2022 were approved as a true and accurate record.

### LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC

**RESOLVED UNANIMOUSLY:** That under Section 100(A)(4) of the Local Government Act 1972, the public were excluded from the remainder of the meeting whilst discussion took place on the grounds that they involved the likely disclosure of exempt information as defined in Paragraphs 1-7 of part I of Schedule 12A of the Act.

The meeting, which began at 9.00 am, finished at 4.45 pm

CHAIR.....

DATE.....

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# Agenda Item 5

By virtue of paragraph(s) 1, 4 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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# Agenda Item 6

By virtue of paragraph(s) 2, 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

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