



Northumberland County Council

Your ref:

Our ref:

Enquiries to: Lesley Bennett

Email: Lesley.Bennett@northumberland.gov.uk

Tel direct: 01670 622613

Date: 8 April 2024

Dear Sir or Madam,

Your attendance is requested at a meeting of the **STAFF AND APPOINTMENTS COMMITTEE** to be held in **CONFERENCE ROOM 2, COUNTY HALL, MORPETH** on **TUESDAY, 16 APRIL 2024** at **3.30 PM**.

Yours faithfully

Dr Helen Paterson
Chief Executive

To Staff and Appointments Committee members as follows:-

G Sanderson (Chair), R Wearmouth (Vice-Chair), A Dale, S Dickinson, B Flux, M Purvis, E Simpson, J Watson and J Reid



Dr Helen Paterson, Chief Executive
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AGENDA

PART I

It is expected that the matters included in this part of the agenda will be dealt with in public.

1. APOLOGIES FOR ABSENCE

2. MINUTES

(Pages 1
- 2)

Minutes of the meeting of the Committee held on Wednesday, 13 March 2024, as circulated, to be confirmed as a true record and signed by the Chair.

3. DISCLOSURE OF MEMBERS' INTERESTS

Unless already entered in the Council's Register of Members' interests, members are required where a matter arises at a meeting;

- a) Which **directly relates to** Disclosable Pecuniary Interest ('DPI') as set out in Appendix B, Table 1 of the Code of Conduct, to disclose the interest, not participate in any discussion or vote and not to remain in room. Where members have a DPI or if the matter concerns an executive function and is being considered by a Cabinet Member with a DPI they must notify the Monitoring Officer and arrange for somebody else to deal with the matter.
- b) Which **directly relates to** the financial interest or well being of a Other Registrable Interest as set out in Appendix B, Table 2 of the Code of Conduct to disclose the interest and only speak on the matter 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 the room.
- c) Which **directly relates to** their financial interest or well-being (and is not DPI) or the financial well being of a relative or close associate, to declare the interest and members may only speak on the matter if members of the public are also allowed to speak. Otherwise, the member must not take part in discussion or vote on the matter and must leave the room.
- d) Which **affects** the financial well-being of the member, a relative or close associate or a body included under the Other Registrable Interests column in Table 2, to disclose the interest and apply the test set out at paragraph 9 of Appendix B before deciding whether they may remain in the meeting.
- e) Where Members have or a Cabinet Member has an Other Registerable Interest or Non Registerable Interest in a matter being considered in

exercise of their executive function, they must notify the Monitoring Officer and arrange for somebody else to deal with it.

NB Any member needing clarification must contact monitoringofficer@northumberland.gov.uk. Members are referred to the Code of Conduct which contains the matters above in full. Please refer to the guidance on disclosures at the rear of this agenda letter.

4. APPOINTMENT OF DEPUTY CHIEF OFFICER - PUBLIC HEALTH CONSULTANT

(Pages 3
- 6)

The purpose of the report is to confirm and set out to the Staff and Appointments Committee the outcome of a selection process for the role of Public Health Consultant and to seek approval for the appointment of the preferred candidate. The vacancy occurred as a result of the resignation of the previous postholder.

5. URGENT BUSINESS (IF ANY)

To consider such other urgent business as, in the opinion of the Chair, should, by reason of special circumstances, be considered as a matter of urgency.

6. DATE OF NEXT MEETING

The next scheduled meeting date is to be confirmed.

PART II

It is expected that matters included in this part of the Agenda will be dealt with in private. Reports referred to are enclosed for members and officers only, coloured pink and marked "Not for Publication".

7. EXCLUSION OF PRESS AND PUBLIC

The Committee is invited to consider passing the following resolution:

- (a) That under Section 100A (4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following items on the agenda as they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the 1972 Act, and
- (b) That the public interest in maintaining the exemption outweighs the public interest in disclosure for the following reasons:-

Agenda Item	Paragraph of Part I of Schedule 12A
8	1 and 2 Information relating to any individual and information which is likely to reveal the

identity of an individual

AND

The public interest in maintaining the exemption outweighs the interest in disclosure because

8. APPOINTMENT OF DEPUTY CHIEF OFFICER - PUBLIC HEALTH CONSULTANT

(Pages 7
- 20)

To consider the attached Appendix 1 under Agenda item 3 in Part 1 of this agenda.

IF YOU HAVE AN INTEREST AT THIS MEETING, PLEASE:

- Declare it and give details of its nature before the matter is discussed or as soon as it becomes apparent to you.
- Complete this sheet and pass it to the Democratic Services Officer.

Name:		Date of meeting:	
Meeting:			
Item to which your interest relates:			
Nature of Interest i.e. either disclosable pecuniary interest (as defined by Table 1 of Appendix B to the Code of Conduct, Other Registerable Interest or Non-Registerable Interest (as defined by Appendix B to Code of Conduct) (please give details):			
Are you intending to withdraw from the meeting?		Yes - <input type="checkbox"/>	No - <input type="checkbox"/>

Registering Interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, 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', you do not have to disclose the nature of the interest, just that you have an interest.

Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

5. Where you have a disclosable pecuniary interest 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.

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out 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', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in **Table 1**) or a financial interest or well-being of a relative or close associate, 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. Otherwise you 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', you do not have to disclose the nature of the interest.

8. 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 relative or close associate; or
- c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2** 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

9. Where a matter (referred to in paragraph 8 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. Otherwise, you 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', you do not have to disclose the nature of the interest.

Where you have an Other Registerable Interest or Non-Registerable Interest 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.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	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. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — a. under which goods or services are to be provided or works are to be executed; and b. which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. ‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the councillor’s knowledge)—

	<ul style="list-style-type: none"> a. the landlord is the council; and b. the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	<p>Any beneficial interest in securities* of a body where—</p> <ul style="list-style-type: none"> a. that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and b. either— <ul style="list-style-type: none"> 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. if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* ‘director’ includes a member of the committee of management of an industrial and provident society.

* ‘securities’ means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You have a personal interest in any business of your authority where it relates to or is likely to affect:

- a. any body of which you are in general control or management and to which you are nominated or appointed by your authority
- b. any body
 - i. exercising functions of a public nature
 - ii. any body 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)

NORTHUMBERLAND COUNTY COUNCIL

STAFF AND APPOINTMENTS COMMITTEE

At a meeting of the **Staff and Appointments Committee** held in the Council Chamber, County Hall, Morpeth on Wednesday, 13 March 2024 at 3.00 p.m.

PRESENT

Councillor H.G.H. Sanderson
in the Chair

MEMBERS

Dale, A.
Flux, B.
Hunter, E.I.
Purvis, M.

Simpson, E.
Watson, J.G.
Wearmouth, R.

OFFICERS IN ATTENDANCE

Bennett, L.M.
Farrell, S.

Gerrard, S.

Paterson, H.

Senior Democratic Services Officer
Director of Workforce and
Organisational Development
Director of Law and Corporate
Governance (MO)
Chief Executive and Head of Paid
Services

41. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor S. Dickinson.

42. MINUTES

RESOLVED that the minutes of the meeting of the Staff and Appointments Committee held on Thursday, 22 February 2024, as circulated, be confirmed as a true record and signed by the Chair.

43. PROPOSED APPOINTMENT PROCESS OF DIRECTOR OF CHILDREN, YOUNG PEOPLE AND FAMILIES

The Chief Executive presented a report setting out the proposed appointment process for the role of Director of Children, Young People and Families. It was noted that the post would be replaced on a like for like basis. The appointment would be made subject to approval of the Staff and Appointments Committee and then Full Council.

RESOLVED

- (1) that the Band 17 (£119,800 - £134,555) job description and associated job evaluation established via the senior management review of summer 2023 continues to apply. The job description is attached at appendix 1.
- (2) that external advertisement of the post for the period 18 March to 29 March takes place. Shortlisted candidates will be required to attend an Assessment Day during w/c 1 April. The assessment will include psychometric testing, staff panel comprising key employees, panel of young people and a formal interview by a panel comprising senior managers and the relevant Cabinet Member.
- (3) to accept the findings of the selection panel that the preferred candidate be offered the role of Director of Children, Young People and Families subject to the final approval of full Council.
- (4) to agree that in the event that any objection is received from the Leader and/or Cabinet that the appointment in question be referred back to this Committee for urgent consideration.
- (5) to note that offers of employment will be subject to all necessary pre-employment checks.
- (6) to note that the effective date of commencement of employment is to be confirmed following completion of all the necessary pre-employment checks and following approval by full Council.

44. DATE OF NEXT MEETING

The next meeting will be held on Tuesday, 16 April 2024, at 3.30 pm.

CHAIR _____

DATE _____



Northumberland County Council

This report is on the public agenda, but the committee will be advised to consider a resolution excluding the public from the meeting while they are considering some additional information about the issue.

Staff and Appointments Committee

16 April 2024

Appointment of Deputy Chief Officer – Public Health Consultant

Report of Councillor(s) Glen Sanderson, Leader of the Council,

Responsible Officer(s): Dr Helen Paterson, Chief Executive

1. Link to Key Priorities of the Corporate Plan

This report is relevant to all areas of the Corporate Plan as it relates to ensuring that the Council is compliant with the constitution and fulfilling its legal duties and requirements to ensure that there is an effective and fit for purpose staffing establishment.

In particular, appointment to this role will contribute to the delivery of the Council's 'Tacking Inequalities' priority in that it will ensure the council's ability to engage communities in order to address social determinants of health and to promote equity.

2. Purpose of report

- 2.1 The purpose of this report is to confirm and set out to the Staff and Appointments Committee the outcome of a selection process for the role of Public Health Consultant and to seek approval for the appointment of the preferred candidate. The vacancy occurred as a result of the resignation of the previous postholder.

3. Recommendations

- 3.1 To accept the findings of the selection panel that the preferred candidate be appointed to the role of Public Health Consultant. Details are set out in the attached confidential appendix 1.
- 3.2 To agree that in the event that any objection is received from the Leader and/or Cabinet that the appointment in question be referred back to this Committee for urgent

consideration.

- 3.3 To note that the offer of employment will be subject to all necessary pre-employment checks.
- 3.4 To note that the effective date of commencement of employment is to be confirmed following all the necessary pre-employment checks.
- 3.5 To agree that the Public Health Consultant receives staff benefits in line with all Council employees and remuneration of £85,286 within pay band 14 (this cost excludes employer's national insurance and employer's pension contributions)

4. Forward plan date and reason for urgency if applicable

N/A

5. Process and Timeline

- 5.1 The Faculty for Public Health (FPH) requires a standard process for recruitment which must be followed for all Public Health Consultant and Director of Public Health posts.
- 5.2 Particular requirements are outlined by the FPH and have been met within the recruitment process detailed below. The requirements are:
 - 5.2.1 Job design and job description approval by the Faculty of Public Health
 - 5.2.2 Assessment by an appropriately constituted 'Advisory Appointment Committee'
 - 5.2.3 Advertising of the vacancy across multiple specified channels
- 5.3 This role was advertised externally on the Council's own platform, on 'Indeed', 'Linked In', NHS Jobs, in the Health Services Journal (HSJ) and on 'Northeast Jobs'.
- 5.4 The advert closed on 2nd February 2024. A total of 7 applications were received and of these, 2 were shortlisted to take part in the approved selection process.
- 5.5 The selection process took place on 1st March 2024. The process consisted of a 45 minute interview with a staff panel and a 1 hour interview with the Advisory Appointment Committee panel including a 10 minute presentation.
- 5.6 The Advisory Appointment Committee consisted of the: Executive Director - Public Health, Inequalities and Stronger Communities - NCC; Chief Executive - Citizens Advice Northumberland; Deputy Director for Health, Wellbeing & Workforce - Office for Health Improvement and Disparities; Consultant for Workforce Strategy - Office for Health Improvement & Disparities; Director of Economic Development and Growth – NCC ; Elected Member and portfolio holder – NCC; HR Advisor - NCC.

5.7 Following the conclusion of the selection process, Luke Robertshaw was identified as the preferred candidate.

6. Officer Employment Procedure Rules

6.1 The Local Authorities (Standing Orders) (England) Regulations 2001 (as amended) requires that, where a Council is operating a Cabinet and Leader model of governance, before any offer of appointment is made to a Chief or Deputy Chief Officer, the Proper Officer designated for that purpose, notifies the Leader and every member of the Cabinet of the intention to make the appointment, the name, salary and other relevant particulars of the post, and allows the Leader and Cabinet an opportunity to make any substantial or well-founded objections to that appointment, before the appointment is made. These provisions apply irrespective of whether the appointment is made by the full Council, a committee, or by an officer of the Council delegated to do so. The provisions are broadly set out in Part 4.3 of the Northumberland County Council Constitution.

6.2 Accordingly, for these purposes, appointment of a Public Health Consultant is deemed to be a deputy chief officer.

6.3 The Proper Officer designated for this purpose is the Chief Executive/Head of Paid Service. Accordingly, the Council's Chief Executive and Head of Paid Service will discharge the functions as required under the Officer Employment Procedure Rules.

7. Implications

Policy	Oversight of HR policies and procedures
Finance and value for money	Permanent appointment to this role is deemed to be appropriate and the cost of appointment will be funded through the ring-fenced Public Health grant.
Legal	<p>The functions of the Staff and Appointments Committee are as follows:</p> <ul style="list-style-type: none"> a) To discharge the Council's functions of the employer in relation to the Chief and Deputy Chief Officers. b) To consider, approve, or make recommendations to the County Council, in relation to any changes to the overall structure of the Council's workforce, and the number and designation of Chief Officer and Deputy Chief Officer posts. c) To determine the terms and conditions relating to employees of the County Council to include the remuneration and terms and conditions of employment for the Head of Paid Service and Chief and Deputy Chief Officers.
Procurement	N/A

Human resources	The appointment will be made in line with appropriate employment recruitment processes. Relevant legal implications have been set out in the body of this report
Property	N/A
The Equalities Act: is a full impact assessment required and attached?	No - no equalities issues identified This process will be conducted in line with best practice in relation to promoting equality and diversity within the Council's employment processes.
Risk assessment	Consistent with the approved management structure.
Crime and disorder	N/A
Customer considerations	N/A
Carbon reduction	N/A
Health and wellbeing	The recommendation will support the health and wellbeing of employees
Wards	Not related to any particular ward but covers the whole of Northumberland

8. Appendices

Appendix 1 – CONFIDENTIAL Preferred candidate application form

9. Links to other key reports already published

Not applicable

10. Author and Contact Details

Sarah Farrell, Director of Workforce and Organisational Development
 Email: sarah.farrell@northumberland.gov.uk

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

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