



APPOINTMENTS COMMITTEE

Friday, 6th September, 2019

at 3.00 pm

Room 107 Hackney Town Hall
Mare Street, Hackney E8 1EA

Membership

Members:

Mayor Philip Glanville,
Deputy Mayor Antoinette Bramble,
Cllr Christopher Kennedy, Cllr Brian Bell and
Cllr James Peters

Contact
Tess Merrett

Substitute Members

The press and public are welcome to attend this meeting

AGENDA

Friday, 6th September, 2019

ORDER OF BUSINESS

| Item No | | Page No |
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| 1 | Approval of Chair | |
| 2 | Apologies for Absence | |
| 3 | Declarations of Interest | |
| 4 | Minutes of the Previous Meeting | 1 - 2 |
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Access and Information

Location

Hackney Town Hall is on Mare Street, bordered by Wilton Way and Reading Lane.

Trains - Hackney Central Station (London Overground) - Turn right on leaving the station, turn right again at the traffic lights into Mare Street, walk 200 metres and look for the Hackney Town Hall, almost next to The Empire immediately after Wilton Way.

Buses 30, 48, 55, 106, 236, 254, 277, 394, D6 and W15.

Facilities

There are public toilets available, with wheelchair access, on the ground floor of the Town Hall.

Induction loop facilities are available in the Assembly Halls, Rooms 101, 102 and 103 and the Council Chamber.

Access for people with mobility difficulties can be obtained through the ramp on the side to the main Town Hall entrance.

Copies of the Agenda

The Hackney website contains a full database of meeting agendas, reports and minutes. Log on at: www.hackney.gov.uk

Paper copies are also from the Governance Services Officer whose contact details are shown on page 2 of the agenda.

Council & Democracy Website – www.hackney.gov.uk

The Council & Democracy section of the Hackney Council website contains details about the democratic process at Hackney, including:

- [Mayor of Hackney](#)
- [Your Councillors](#)
- [Cabinet](#)
- [Speaker](#)
- [MPs, MEPs and GLA](#)
- [Committee Reports](#)
- [Council Meetings](#)
- Executive Meetings and Key Decisions Notice
- [Register to Vote](#)
- [Introduction to the Council](#)
- [Council Departments](#)

DEMOCRATIC PROCESS

Representation

Contact details for all Councillors are available on the website or by calling 020 8356 3207.

Ward Councillors may be contacted at their surgeries or through the Members' Room at the Town Hall (020 8356 3207).

You may also write to any Councillor or a member of the Cabinet c/o Hackney Town Hall, Mare Street, London E8 1EA.

Scrutiny Procedures

Details are listed in Part 4 of the Council's constitution, see the website for more details or contact the Head of Overview and Scrutiny on 020 8356 3029

Executive Meetings and Key Decisions Notice

The procedure for taking Key Decisions is listed in Part 4 of the Council's Constitution, available on the website (www.hackney.gov.uk).

The Executive Meetings and Key Decisions Notice showing Key Decisions to be taken is available on the Council's website. If you would like to receive a paper copy please contact Governance Services (Tel: 020 8356 3302). Or email: governance@hackney.gov.uk

Emergency Procedures

In case of fire or any other emergency the Head of Governance Services or his/her nominated officer will ensure orderly evacuation of all those present in the meeting room. All Members Officers and members of the public should proceed without delay to the assembly meeting point near the car park at the back of the Town Hall where the nominated officer will conduct a count of all who have been evacuated to ensure that all are safe.

Advice To Members And Officers On Handling Exempt Papers

- Do not photocopy
- Store securely for as long as you hold it
- All papers can be given to Governance Services Officers who will dispose of them appropriately and arrange for them to be recycled
- Note that copies of all exempt papers are held by Governance Services staff.

Rights of Press and Public to Report on Meetings

Where a meeting of the Council and its committees are open to the public, the press and public are welcome to report on meetings of the Council and its committees, through any audio, visual or written methods and may use digital and social media providing they do not disturb the conduct of the meeting and providing that the person reporting or providing the commentary is present at the meeting.

Those wishing to film, photograph or audio record a meeting are asked to notify the Council's Monitoring Officer by noon on the day of the meeting, if possible, or any time prior to the start of the meeting or notify the Chair at the start of the meeting.

The Monitoring Officer, or the Chair of the meeting, may designate a set area from which all recording must take place at a meeting.

The Council will endeavour to provide reasonable space and seating to view, hear and record the meeting. If those intending to record a meeting require any other reasonable facilities, notice should be given to the Monitoring Officer in advance of the meeting and will only be provided if practicable to do so.

The Chair shall have discretion to regulate the behaviour of all those present recording a meeting in the interests of the efficient conduct of the meeting. Anyone acting in a disruptive manner may be required by the Chair to cease recording or may be excluded from the meeting. Disruptive behaviour may include: moving from any designated recording area; causing excessive noise; intrusive lighting; interrupting the meeting; or filming members of the public who have asked not to be filmed.

All those visually recording a meeting are requested to only focus on recording councillors, officers and the public who are directly involved in the conduct of the meeting. The Chair of the meeting will ask any members of the public present if they have objections to being visually recorded. Those visually recording a meeting are asked to respect the wishes of those who do not wish to be filmed or photographed. Failure by someone recording a meeting to respect the wishes of those who do not wish to be filmed and photographed may result in the Chair instructing them to cease recording or in their exclusion from the meeting.

If a meeting passes a motion to exclude the press and public then in order to consider confidential or exempt information, all recording must cease and all recording equipment must be removed from the meeting room. The press and public are not permitted to use any means which might enable them to see or hear the proceedings whilst they are excluded from a meeting and confidential or exempt information is under consideration.

Providing oral commentary during a meeting is not permitted.

ADVICE TO MEMBERS ON DECLARING INTERESTS

Hackney Council's Code of Conduct applies to **all** Members of the Council, the Mayor and co-opted Members.

This note is intended to provide general guidance for Members on declaring interests. However, you may need to obtain specific advice on whether you have an interest in a particular matter. If you need advice, you can contact:

- The Corporate Director of Legal, HR and Regulatory Services;
- The Legal Adviser to the committee; or
- Governance Services.

If at all possible, you should try to identify any potential interest you may have before the meeting so that you and the person you ask for advice can fully consider all the circumstances before reaching a conclusion on what action you should take.

1. Do you have a disclosable pecuniary interest in any matter on the agenda or which is being considered at the meeting?

You will have a disclosable pecuniary interest in a matter if it:

- relates to an interest that you have already registered in Parts A and C of the Register of Pecuniary Interests of you or your spouse/civil partner, or anyone living with you as if they were your spouse/civil partner;
- relates to an interest that should be registered in Parts A and C of the Register of Pecuniary Interests of your spouse/civil partner, or anyone living with you as if they were your spouse/civil partner, but you have not yet done so; or
- affects your well-being or financial position or that of your spouse/civil partner, or anyone living with you as if they were your spouse/civil partner.

2. If you have a disclosable pecuniary interest in an item on the agenda you must:

- Declare the existence and nature of the interest (in relation to the relevant agenda item) as soon as it becomes apparent to you (subject to the rules regarding sensitive interests).
- You must leave the room when the item in which you have an interest is being discussed. You cannot stay in the meeting room or public gallery whilst discussion of the item takes place and you cannot vote on the matter. In addition, you must not seek to improperly influence the decision.

If you have, however, obtained dispensation from the Monitoring Officer or Standards Committee you may remain in the room and participate in the meeting. If dispensation has been granted it will stipulate the extent of your involvement, such as whether you can only be present to make representations, provide evidence or whether you are able to fully participate and vote on the matter in which you have a pecuniary interest.

3. Do you have any other non-pecuniary interest on any matter on the agenda which is being considered at the meeting?

You will have 'other non-pecuniary interest' in a matter if:

- i. It relates to an external body that you have been appointed to as a Member or in another capacity; or
- ii. It relates to an organisation or individual which you have actively engaged in supporting.

4. If you have other non-pecuniary interest in an item on the agenda you must:

- i. Declare the existence and nature of the interest (in relation to the relevant agenda item) as soon as it becomes apparent to you.
- ii. You may remain in the room, participate in any discussion or vote provided that contractual, financial, consent, permission or licence matters are not under consideration relating to the item in which you have an interest.
- iii. If you have an interest in a contractual, financial, consent, permission or licence matter under consideration, you must leave the room unless you have obtained a dispensation from the Monitoring Officer or Standards Committee. You cannot stay in the room or public gallery whilst discussion of the item takes place and you cannot vote on the matter. In addition, you must not seek to improperly influence the decision. Where members of the public are allowed to make representations, or to give evidence or answer questions about the matter you may, with the permission of the meeting, speak on a matter then leave the room. Once you have finished making your representation, you must leave the room whilst the matter is being discussed.
- iv. If you have been granted dispensation, in accordance with the Council's dispensation procedure you may remain in the room. If dispensation has been granted it will stipulate the extent of your involvement, such as whether you can only be present to make representations, provide evidence or whether you are able to fully participate and vote on the matter in which you have a non pecuniary interest.

Further Information

Advice can be obtained from Suki Binjal Director Legal and Governance on 020 8356 6234 or email suki.binjal@hackney.gov.uk



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APPOINTMENTS COMMITTEE

WEDNESDAY, 2ND AUGUST, 2017

Present: Mayor Glanville in the Chair

Deputy Mayor Bramble

Officers: Tim Shields, –
CEO, Suki Binjal
Interim Director
of Legal

Apologies: Cllr Christopher Kennedy, Cllr Brian Bell and
Cllr Robert Chapman

1 Apologies for Absence

Apologies for absence were received from Cllrs Kennedy, Chapman and Bell

2 Declarations of Interest

There were no declarations of interest.

3 Minutes of the Previous Meeting

The minutes of the meeting held on 24 May 2017 were agreed with the following amendment; Councillor Anntoinette Bramble had been present at the meeting.

4 To Establish an Appointments Sub-Committee

Tim Shields introduced the report. Suki Binjal, the Interim Director of Legal highlighted paragraphs 4.5 and 4.6 of the report.

The Appointments Committee **RESOLVED**

- To establish an Appointments Sub-Committee to comprise of two Members for the municipal year of 2017/2018
- To agree that the two Members to be appointed to the Appointments Sub Committee would be Mayor Glanville and Deputy Mayor Bramble.
- That the remaining (three) Members of the Appointments Committee would be appointed as substitutes for the Appointments Sub-Committee.

Duration of the meeting: 4.30 – 4.40pm

Wednesday, 2nd August, 2017

Chairman at the meeting on
Wednesday, 2 August 2017



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|--|---------------------------------------|
| TITLE OF REPORT: To Establish an Appointments Sub-Committee | |
| APPOINTMENTS COMMITTEE 6 September 2019 | CLASSIFICATION: Open |
| WARD(S) AFFECTED Not applicable | |
| Tim Shields, Chief Executive | |

1. INTRODUCTION AND PURPOSE

This is a procedural report to establish an Appointments Sub-Committee.

The Council's Constitution states that the Appointments Committee will establish Appointment Sub-Committees (from time to time) to discharge on behalf of the Council all functions relating to the appointment of Chief Officers.

The role of the Group Director, Neighbourhoods & Housing, which is defined as a Chief Officer in the Councils' Constitution is soon to become vacant

Consequently, the purpose of this report is to recommend that the Appointments Committee establish an Appointments Sub-Committee for the municipal year 2019/20 to manage the recruitment to the post of Group Director Neighbourhoods and Housing and any other Chief Officer Post which may become vacant in the year.

2. RECOMMENDATION(S)

The Appointments Committee is recommended to:

2.1 Establish an Appointments Sub-Committee for the municipal year 2019/20

and

- 2.2 To agree that the membership of the Appointments Sub-Committee is in accordance with the information provided in paragraphs 4. 5 and 4.6 of this report.

3. REASONS FOR DECISION

- 3.1 The Council's Constitution states that Full Council will establish an Appointments Committee at its Annual General Meeting however, it further states that the Appointments Committee will (from time to time) establish a Sub-Committee to appoint to a Chief Officer's post.
- 3.2 Following the resignation of the current Group Director, Neighbourhoods & Housing there will be a vacancy in the senior management structure in October 2019. Accordingly, it has become necessary to establish an Appointments Sub-Committee as the role is defined as a Chief Officer in the Council's Constitution.
- 3.3 An established Appointments Sub-Committee will not be restricted to the appointment of the Group Director, Neighbourhoods & Housing, as it will also be able to appoint any future vacancies of Chief Officers that might arise during the municipal year 2019/20.

4. BACKGROUND

- 4.1 The Council's Constitution states that Full Council will establish an Appointments Committee at its Annual General Meeting.
- 4.2 The Constitution further states that from time to time during the appointment of its Chief Officers it will establish an Appointments Sub-Committee (hereinafter referred to as the Sub-Committee).
- 4.3 The responsibility to establish and agree the membership of the Sub Committee falls to this Appointments Committee. Once established the Sub-Committee will discharge on behalf of the Council all functions relating to the appointment of Chief Officers.
- 4.4 The definition of a Chief Officer is set out in the Officer Employment Procedure Rules (hereinafter referred to as the Rules) contained in part 4 of the Council's Constitution. The Sub-Committee has to follow the procedures as set out in the Rules.
- 4.5 When considering the membership of the Sub-Committee (for the municipal year 2019/20), under the Rules, it must include at least one member of the Cabinet (referred to as the Executive), who has already been appointed by Full Council to sit on the Appointments Committee.
- 4.6 In addition to the above (4.5) in line with previous practice when it has become necessary to appoint Chief Officers it is recommended that the Chair of the Sub-Committee invites the appropriate Cabinet (Executive), portfolio

holder(s), or any other Lead Member that the Chair considers appropriate, to take part in the process. The invited Councillor(s) will be a non-voting member of the Sub-Committee.

5. POLICY CONTEXT

N/A

6 EQUALITY IMPACT ASSESSMENT

6.1 Not required

7. SUSTAINABILITY

N/A

8. CONSULTATIONS

N/A

9. RISK ASSESSMENT

9.1 The recommendations in this report reduce potential risks to the Council that could arise from carrying out Chief Officers' appointments.

10. FINANCIAL IMPLICATIONS

10.1 There are no immediate financial implications arising from the recommendations as set in this report.

11. LEGAL IMPLICATIONS

11.1 Under s101 Local Government Act 1972, a Local Authority may arrange for the discharge of any of its functions by a Committee, Sub-Committee or officer of the Authority.

11.2 There are no immediate legal implications arising from this report and all constitutional issues have been addressed within the body of this report.

APPENDICES

None

BACKGROUND PAPERS

None

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| Report Author | Tim Shields Chief Executive |
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