



Council Offices, Kiln Road,  
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The **ANNUAL MEETING OF THE COUNCIL** of the Borough of Castle Point will be held in the Council Chamber, Council Offices, Kiln Road, Thundersley, on **WEDNESDAY, 18th MAY 2022 at 7 p.m.**, and all Members of the Council are hereby summoned to attend to transact the undermentioned business.

**Rob Tinlin**  
**Interim Chief Executive**

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## **AGENDA**

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### **PART I**

#### **(Business to be taken in public)**

Before commencing the business of the meeting, prayers will be offered by the Chaplain.

- 1. Apologies for absence**
- 2. Members' Interests**
- 3. Mayor's Announcements and Presentations**
- 4. Election of Mayor\***
- 5. Vote of thanks to retiring Mayor**
- 6. Election of Deputy Mayor\***
- 7. Election of Leader of the Council\***
- 8. Appointment of Deputy Leader of the Council\***
- 9. Borough Elections - Report of the Returning Officer**  
To receive the report of the Returning Officer which will be circulated separately.
- 10. Political Proportions of the Council and Appointments to Committees etc \* -**  
A report is to follow, and details of the Political Groups' wishes will be circulated separately.

**11. To receive a report from the Leader of the Council regarding Appointments to Cabinet**

Subject to agenda Item 6 a report will be circulated separately.

**12. To appoint, if so determined, representatives to serve on outside bodies: \***

**13. Day and Hour of Meetings**

To approve the Calendar of Meetings for the Municipal year 2022/2023. Council and Cabinet meetings are shown marked bold (Details of other meetings and events are marked in italics for information). To be circulated separately.

**14. Recommendations to Council – Appointment of Chief Executive: Head of Paid Service**

To consider the recommendation from the Staff Appointments Panel held on 3rd May 2022 to appoint Angela Hutchings to the post of Chief Executive Head of Paid Service. A report will be circulated separately.

\* Details of nominations for these appointments will be circulated separately.

**CASTLE POINT BOROUGH COUNCIL**  
**ELECTION OF BOROUGH COUNCILLORS**  
**IN FOURTEEN WARDS OF THE BOROUGH**  
**18th MAY 2022**

**REPORT OF THE RETURNING OFFICER**

As Returning Officer I have pleasure in submitting the following report on the result of the Borough Council Elections held on 5 May 2022, as follows: -

**(a) Result**

The number of votes for each candidate was as follows: -

<b>Appleton Ward</b>	
JOHNSON, Wayne	732
<b>MCCARTHY-CALVERT, Lynsey</b>	<b>798</b>
ROCHA, Toni	239

Turnout: 34%

<b>Boyce Ward</b>	
BAILEY, Gwyn	196
<b>EDWARDS, Allan</b>	<b>902</b>
FORTT, Jack	783

Turnout 35%

<b>Cedar Hall Ward</b>	
CHASIA, Moreblessing	161
<b>GIBSON, Tom</b>	<b>1056</b>
HAUNTS, Pat	584

Turnout 36%

<b>St George's Ward</b>	
BENSON, Nicola, Lyn	562
DUNHILL, Rosalind	256
<b>MUMFORD, Sue</b>	<b>606</b>

Turnout 32%

<b>St James' Ward</b>	
<b>ISAACS, Godfrey</b>	<b>1030</b>
MEHDI, Dina	618

Turnout 31%

<b>St Mary's Ward</b>	
<b>AINSLEY, Sharon Anne</b>	<b>940</b>
CHAPMAN, Lawrence James	268
DOWNTON, Ben	23
SHELDON, Andrew Graham	737

Turnout 40%

<b>St Peter's Ward</b>	
<b>BARTON-BROWN, Hannah</b>	<b>750</b>
DROGMANN, Nikki Bianca	664
EMBERSON, William, Frederick	198

Turnout 32%

<b>Victoria Ward</b>	
<b>BOWKER, Kieron David</b>	<b>1152</b>
HARRISON, Thomas, Francis	181
VARKEER, Paul Edward	515

Turnout 40%

<b>Canvey Island Central</b>	
ARNOLD, Amanda	301
<b>MAY, Peter James</b>	<b>700</b>
MILLER, Terry George	172

Turnout 23%

<b>Canvey Island East</b>	
<b>ACOTT, Alan James</b>	<b>667</b>
CARTEY, Owen Westley	484
REILLY, Jacqueline Constance	152

Turnout 27%

<b>Canvey Island North</b>	
MCCARTHUR-CURTIS, Margaret Edith	177
<b>HARVEY, Nick</b>	<b>982</b>
ROPER, Adrian	330

Turnout 28%

<b>Canvey Island South</b>	
ANDERSON, Elizabeth	121
DIXON, Eleanor	361
<b>PALMER, Barry Alan</b>	<b>885</b>

Turnout 27%

<b>Canvey Island West</b>	
<b>BLISSETT, Jay</b>	<b>443</b>
COX, Heidi	146
HUNTMAN, Jamie David	431
QUARTERMAINE, Sean Douglas	129

Turnout 28%

<b>Canvey Island Winter Gardens</b>	
CURTIS, Katie Elizabeth	182
<b>GRIEG, Peter Charles</b>	<b>630</b>
STONE, John Andrew Nicol	313

Turnout 23%

**Overall turnout**

**31%**

#### **(b) Postal Voting**

The number of postal voters on the register was 10,385 and papers to this number were despatched. Up to the close of the poll 7461 had been returned and the number of votes recorded in (a) above included the postal votes which were found to be in order.

#### **(c) Return of Expenses**

These returns are required from candidates and election agents within 35 days of the election, Friday 10th June 2022.

#### **(d) Declaration**

To receive a report as to declarations of acceptance of office as required by statute.

#### **(e) Commentary on the conduct of the Elections**

The poll for the Borough Elections was held in all fourteen Wards.

Official polling cards were delivered to all registered electors between 25th March and 10th April in an A5 format and the content as prescribed in election rules. The larger format was customer focused and gave sufficient notice to residents to ensure that they were (a) on the Register of Electors and (b) to apply for either a postal or proxy vote if they were unable to attend at a polling station personally. We were able to return to the arrangements paused last year by covid with the poll cards at this year's election being hand delivered by canvassers to ensure that residents received their cards in a timely fashion and before key deadlines e.g. the closing date for applications for postal votes.

In terms of polling stations, changes made last year remained in place for voters who previously used Hadleigh Junior School moving to St Barnabas Church Hall which became a joint station. Voters previously using Leigh Beck Junior school remained at Canvey Football Club.

As the Paddocks, Canvey Island continues to be used as a covid vaccination centre, the polling station remained at Cisca House. As Runnymede Hall was now available for use the polling Station returned to the Foyer Runnymede Hall.

The Polling Station at King John School moved from the Sixth Form Common Room to more suitable accommodation in a meeting room off the school's main Reception. All voters affected by the change of venue detailed on their Poll cards were notified by letter separately before Polling Day.

The elections were delivered under the system of Individual Electoral Registration (IER) introduced in June 2014. We saw once again a reduction in the number of residents not registered to vote.

As section (b) of this report states, 10,385 postal votes were issued. My elections team had been proactive in encouraging postal voting. The preparation of the postal ballot paper packs was outsourced to a mailing house and these arrangements were both efficient and effective. The delivery by Royal Mail in respect of the mailing of the postal vote packs went smoothly this year.

The receipting of the postal votes was undertaken in house with a dedicated team recruited for the task and I am pleased to report that these arrangements worked well with candidate's representatives able to attend to oversee the process if they wished.

The verification and counting of the votes for the Borough Elections took place on Friday 6th May 2022 was carefully planned by my elections team and delivered timely declarations for each of the fourteen Wards. This was achieved by using dedicated count teams of staff and by placing emphasis on accuracy throughout the verification process and the counting of the votes between candidates.

Reflecting on the successful Count arrangements in May 2021 where staff resources was a key factor. In order to deliver the most timely and accurate results, with best access to staff resources, having taken soundings, I had taken the decision to Count the votes for Borough Elections on Friday.

In taking the decision on the timing of the Count on both occasions I followed Electoral Commission guidance 'the period of time specified for the count to take place should be such that can resource and conduct well run count processes within it ensuing accurate results in which voters, candidates and agents can have confidence'.

There is no legal requirement to count votes in the Borough Elections after the close of the poll. (It is a legal requirement for a Parliamentary Election.) It is what is most practical.

Holding a count on Friday morning is the most practical, it ensures that the count can be properly resourced. While covid restrictions have been lifted it remained a factor to be considered in planning resources for the count. In counting on a Friday morning I was able to call on more staff to assist the process.

All involved in the Elections process – Candidates, Agents, Count and Election staff benefit from a break between close of poll and the commencement of the count on Friday morning as demonstrated by the accuracy and efficiency and speed of the count. In the event of a close result the merits would be obvious.

In responding to concerns regarding the security of ballot boxes overnight after the close of poll, I put in place additional security arrangements in order to demonstrate there had been no interference with the ballot boxes between close of poll and the Count at Waterside Farm. Election Agents were given the opportunity to witness the delivery of ballot boxes to the Council Offices.

Polling Station Inspectors had visited each Polling Station on opening of the Poll and recorded the individual numbers of all seals placed on the ballot boxes. These seals were verified and checked on delivery to the Council Offices after close of Poll.

Additional distinctive new seals were placed on the ballot boxes and recorded before the boxes were stored in a secure location in the Council Offices.

All seals were checked at the Count and were intact.

In conclusion, I am pleased to report that the measures implemented by my elections team worked successfully and contributed to the delivery of timely and robust election results which should have the confidence of the Council, political parties, candidates and the electorate of the Borough.

May I take the opportunity to record my thanks to everyone who assisted in the delivery of these Elections.

**Ann Horgan**  
**Returning Officer**

**ANNUAL COUNCIL**

**18TH MAY 2022**

**Subject: Political Proportions of the Council and Appointment of Committees etc**

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**1. Purpose of Report**

- 1.1 To review the allocation of seats to the political groups on the Council.
- 1.2 To appoint Members to serve on the Committees and to appoint the Chairmen under the structure approved by Council designed to respond to the obligations and duties placed on the Council by the Localism Act 2011.

**2. Background**

- 2.1 Section 15 of the Local Government and Housing Act 1989 places a duty on the Council to review the allocation of seats to the political groups on the Council at the Annual Meeting of the Council or as soon as possible thereafter.
- 2.2 Borough Elections took place this year on 5th May 2022 as a result of which the allocation of seats to the political groups has changed.
- 2.3 In making the appointments to Council, the Council needs to consider the political proportions of the Council. The allocation of memberships on the Committees has to be on the basis of the political proportions of the Council.
- 2.4 It should be stressed that political proportions relate to proportions based on the respective memberships of political groups and not parties. In law, a group has to contain at least two Members.
- 2.5 Notice has been received that the following Members have joined the People's Independent Party Group:
  - Councillor Sharon Ainsley
  - Councillor Hannah Barton- Brown
  - Councillor Kieron Bowker
  - Councillor Allan Edwards
  - Councillor Tom Gibson
  - Councillor Lynsey McCarthy-Calvert
- 2.6 Throughout the calculations on proportions, the figures have therefore been based on the proportions of the Groups to the total membership of the Council i.e. 41 as shown in the following table.



<b>Party</b>	<b>Seats</b>	<b>Proportions for allocation purposes</b>
Canvey Island Independent	16	39% (39.02%)
Conservative	15	37% (36.58%)
People's Independent Party	10	24% (24.39%)

### **3. Appointment to Committees etc**

- 3.1 In the remainder of this item relating to the appointment of Committees etc, the above political proportions have been applied and the allocations rounded to ensure compliance with the political balance requirement.
- 3.2 The Council also has to look at the overall allocation across all Committees etc to ensure the individual Committee roundings do not distort the overall balance, and there may have to be some overall adjustment to correct any imbalance caused through the roundings.
- 3.3 The table below shows the total number of seats allocated to each Group: -

<b>Party</b>	<b>Actual Allocation</b>
Canvey Island Independent	33 (32.37)
Conservative	31 (31.71)
People's Independent Party	19 (19.92)
<b>Total</b>	83

### **4. To appoint Members to serve on the Scrutiny Committee, together with the Policy and Scrutiny Committees and the Chairmen**

- 4.1 The Council is asked to appoint the following Policy and Scrutiny Committees: -

<b>Policy&amp; Scrutiny Committee</b>	<b>Membership total</b>	<b>Canvey Island Independent Group</b>	<b>Conservative Group</b>	<b>People's Independent Party Group</b>
<b>Scrutiny</b>	<b>8*</b>	<b>3</b>	<b>3</b>	<b>2</b>

\*Membership to comprise the Chairmen of the Policy and Scrutiny Committees & Audit Committees

<b>Policy Scrutiny Committee</b>	<b>Membership total</b>	<b>Canvey Island Independent Group</b>	<b>Conservative Group</b>	<b>People's Independent Party Group</b>
<b>Environment</b>	10	4	4	2
<b>Wellbeing</b>	10	4	4	2
<b>Place &amp; Communities</b>	10	4	4	2
<b>Total</b>	<b>38</b>	<b>15</b>	<b>15</b>	<b>8</b>

**5. To appoint Members to serve on the Audit Committee and the Chairman**

5.1 The Council is asked to appoint the following Audit Committee: -

<b>Committee</b>	<b>Membership total</b>	<b>Canvey Island Independent Group</b>	<b>Conservative Group</b>	<b>People's Independent Party Group</b>
<b>Audit</b>	<b>5*</b>	<b>2</b>	<b>2</b>	<b>1</b>

5.2 \*Council is also asked to agree that a substitute Member is appointed from the respective Groups on the Audit Committee to ensure that meetings are quorate.

**6. To appoint Members to serve on Regulatory Committees and where appropriate Chairmen and Vice Chairmen**

6.1 The Council is asked to appoint the following Regulatory Committees:

<b>Committee</b>	<b>Membership total</b>	<b>Canvey Island Independent Group</b>	<b>Conservative Group</b>	<b>People's Independent Party Group</b>
<b>Licensing</b>	<b>15</b>	<b>6 (5.85)</b>	<b>5 (5.55)</b>	<b>4 (3.6)</b>
<b>Note: the Licensing Sub- Committee will consist of any 3 Members of the Committee</b>				

<b>Committee</b>	<b>Membership total</b>	<b>Canvey Island Independent Group</b>	<b>Conservative Group</b>	<b>People's Independent Party Group</b>
<b>Development Management</b>	10	4	4	2
	plus 2 Canvey Town Council representatives as non-voting members			
<b>Review</b>	8	3	3	2
	plus 2 Canvey Town Council representatives and independent persons appointed pursuant to the Localism Act 2011 as non-voting members			
<b>Staff Appointments Panel</b>	7	3	2 (2.59)	2(1.68)
<b>Total</b>	<b>38</b>	<b>18</b>	<b>16</b>	<b>11</b>
<b>Overall Total</b>	<b>83</b>	<b>33 (+1 consequence of rounding)</b>	<b>31</b>	<b>19</b>

- 6.2 With regard to membership of the Development Management Committee Members' attention is directed to the statutory guidance which suggests that full exchange of information between the Executive and the Committee taking the development control decisions is essential. The statutory guidance advises that the Council should consider including a member of the Executive on the membership of the Committee taking development control decisions although he or she should not be the Chairman of the Committee. The Constitution already states that the Cabinet Member shall not be eligible to be the Chairman or Vice Chairman of the Committee.
- 6.3 Details of amendment to the Terms of Reference to the Staff Appointments Panel are to follow to give effect to the legal requirement to protect the Statutory Chief officers of the Council and to give effect to a recent workforce management audit to provide a mechanism for review by Councillors of the Council's overall strategic approach to workforce matters.
- 6.4 Details of the Groups' wishes regarding the appointments will be circulated at the meeting.

**Recommendation:**

**The Council is asked to appoint the Committees as described and confirm the allocations to the political groups as detailed above.**

**Resolution required.**

**Background Papers:**

Report to Council 15.5.2012

Local Government (Committees and Political Groups) Regulations 1990

# ITEM 13 - CALENDAR OF MEETINGS 2022/23

<b>May 2022</b>		
Monday	2	<b>MAY BANK HOLIDAY</b>
Tuesday	3	Development Management Committee -if required
Wednesday	4	
Thursday	5	<b>BOROUGH COUNCIL ELECTIONS</b>
Friday	6	
Monday	9	
Tuesday	10	<i>Conservative Group</i>
Wednesday	11	
Thursday	12	
Friday	13	
Monday	16	
Tuesday	17	
Wednesday	18	<b>ANNUAL COUNCIL</b>
Thursday	19	
Friday	20	
Monday	23	
Tuesday	24	
Wednesday	25	
Thursday	26	
Friday	27	
Monday	30	
Tuesday	31	
<b>June 2022</b>		
Wednesday	1	
Thursday	2	<b>JUBILEE BANK HOLIDAY</b>
Friday	3	<b>JUBILEE BANK HOLIDAY</b>
Monday	6	
Tuesday	7	Development Management Committee
Wednesday	8	
Thursday	9	
Friday	10	
Monday	13	
Tuesday	14	
Wednesday	15	<b>CABINET</b>
Thursday	16	<i>Canvey Island Independent Group</i>
Friday	17	

Monday	20	
Tuesday	21	
Wednesday	22	<i>Scrutiny/PSC/Member Briefings</i>
Thursday	23	<i>Canvey Island Independent Group</i>
Friday	24	
Saturday	25	
Monday	27	
Tuesday	28	
Wednesday	29	<i>Scrutiny/PSC/Member Briefings</i>
Thursday	30	
<b>July</b>		
Friday	1	
Monday	4	
Tuesday	5	<i>Development Management Committee</i>
Wednesday	6	
Thursday	7	<i>Canvey Island Independent Group</i>
Friday	8	
Monday	11	
Tuesday	12	<i>Conservative Group</i>
Wednesday	13	<i>Scrutiny/PSC/Member Briefings</i>
Thursday	14	
Friday	15	
Monday	18	
Tuesday	19	
Wednesday	20	<b>CABINET</b>
Thursday	21	Audit Committee
Friday	22	
Monday	25	
Tuesday	26	
Wednesday	27	<b>ORDINARY COUNCIL</b>
Thursday	28	
Friday	29	
<b>August</b>		
Monday	1	
Tuesday	2	
Wednesday	3	
Thursday	4	<i>Canvey Island Independent Group</i>
Friday	5	

Monday	8	
Tuesday	9	<i>Conservative Group</i>
Wednesday	10	
Thursday	11	
Friday	12	
Monday	15	
Tuesday	16	
Wednesday	17	
Thursday	18	<i>Canvey Island Independent Group</i>
Friday	19	
Monday	22	
Tuesday	23	
Wednesday	24	
Thursday	25	
Friday	26	
Monday	29	BANK HOLIDAY
Tuesday	30	
Wednesday	31	
<b>September</b>		
Thursday	1	<i>Canvey Island Independent Group</i>
Friday	2	
Monday	5	
Tuesday	6	Development Management Committee
Wednesday	7	<i>Scrutiny/PSC/Member Briefings</i>
Thursday	8	
Friday	9	
Monday	12	
Tuesday	13	<i>Conservative Group</i>
Wednesday	14	<b>CABINET</b>
Thursday	15	<i>Canvey Island Independent Group</i>
Friday	16	
Monday	19	
Tuesday	20	
Wednesday	21	<i>Scrutiny/PSC/Member Briefings</i>
Thursday	22	
Friday	23	
Monday	26	
Tuesday	27	
Wednesday	28	
Thursday	29	Audit Committee
Friday	30	

<b>October</b>		
Monday	3	
Tuesday	4	Development Management Committee
Wednesday	5	<b>ORDINARY COUNCIL</b>
Thursday	6	<i>Canvey Island Independent Group</i>
Friday	7	
Monday	10	
Tuesday	11	<i>Conservative Group</i>
Wednesday	12	<i>Scrutiny/PSC/Member Briefings</i>
Thursday	13	
Friday	14	
Monday	17	
Tuesday	18	
Wednesday	19	<b>CABINET</b>
Thursday	20	<i>Canvey Island Independent Group</i>
Friday	21	
Monday	24	
Tuesday	25	
Wednesday	26	<i>Scrutiny/PSC/Member Briefings</i>
Thursday	27	
Friday	28	
Monday	31	
<b>November</b>		
Tuesday	1	Development Management Committee
Wednesday	2	
Thursday	3	<i>Canvey Island Independent Group</i>
Friday	4	
Saturday	5	
Monday	7	
Tuesday	8	<i>Conservative Group</i>
Wednesday	9	<i>Scrutiny/PSC/Member Briefings</i>
Thursday	10	
Friday	11	
Sunday	13	REMEMBRANCE SUNDAY
Monday	14	
Tuesday	15	
Wednesday	16	<b>CABINET</b>
Thursday	17	<i>Canvey Island Independent Group</i>
Friday	18	
Monday	21	



Tuesday	22	
Wednesday	23	<i>Scrutiny/PSC/Member Briefings</i>
Thursday	24	
Friday	25	
Monday	28	
Tuesday	29	
Wednesday	30	<b>ORDINARY COUNCIL</b>
<b>December</b>		
Thursday	1	<i>Canvey Island Independent Group</i>
Friday	2	
Monday	5	
Tuesday	6	Development Management Committee
Wednesday	7	
Thursday	8	
Friday	9	
Sunday	11	
Monday	12	<i>Canvey Island Town Council Budget Meeting</i>
Tuesday	13	<i>Conservative Group</i>
Wednesday	14	<i>Scrutiny/PSC/Member Briefings</i>
Thursday	15	<i>Canvey Island Independent Group</i>
Friday	16	
Monday	19	
Tuesday	20	
Wednesday	21	<b>CABINET</b>
Thursday	22	
Friday	23	
Saturday	24	<b>CHRISTMAS EVE</b>
Sunday	25	<b>CHRISTMAS DAY</b>
Monday	26	<b>BOXING DAY</b>
Tuesday	27	<b>BANK HOLIDAY</b>
Wednesday	28	
Thursday	29	
Friday	30	
<b>January 2023</b>		
Monday	2	<b>NEW YEARS' DAY BANK HOLIDAY</b>
Tuesday	3	
Wednesday	4	
Thursday	5	<i>Canvey Island Independent Group</i>
Friday	6	
Monday	9	
Tuesday	10	Development Management Committee

Wednesday	11	<i>Scrutiny/PSC/Member Briefings</i>
Thursday	12	
Friday	13	

Monday	16	
Tuesday	17	
Wednesday	18	<b>CABINET</b>
Thursday	19	<i>Canvey Island Independent Group</i>
Friday	20	
Monday	23	
Tuesday	24	
Wednesday	25	<i>Scrutiny/PSC/Member Briefings</i>
Thursday	26	Audit Committee
Friday	27	
Monday	30	
Tuesday	31	
<b>February</b>		
Wednesday	1	
Thursday	2	
Friday	3	<i>Canvey Island Independent Group</i>
Monday	6	
Tuesday	7	Development Management Committee
Wednesday	8	<i>Scrutiny/PSC/Member Briefings</i>
Thursday	9	
Friday	10	
Monday	13	
Tuesday	14	
Wednesday	15	<b>CABINET SPECIAL COUNCIL (6pm) – BUDGET SETTING</b>
Thursday	16	<i>Canvey Island Independent Group</i>
Friday	17	
Monday	20	
Tuesday	21	
Wednesday	22	<b>Reserved date CABINET (6pm) SPECIAL COUNCIL (Budget Setting)</b>
Thursday	23	
Friday	24	
Monday	27	
Tuesday	28	
<b>March</b>		
Wednesday	1	
Thursday	2	<i>Canvey Island Independent Group</i>

Friday	3	

Monday	6	
Tuesday	7	Development Management Committee
Wednesday	8	
Thursday	9	<i>Canvey Island Independent Group</i>
Friday	10	
Monday	13	
Tuesday	14	
Wednesday	15	<b>CABINET</b>
Thursday	16	
Friday	17	
Monday	20	
Tuesday	21	
Wednesday	22	<i>Scrutiny/PSC/Member Briefings</i>
Thursday	23	<b>Audit Committee</b>
Friday	24	
Saturday	25	
Monday	27	
Tuesday	28	
Wednesday	29	<b>ORDINARY COUNCIL</b>
Thursday	30	
Friday	31	
<b>April</b>		
Monday	3	
Tuesday	4	Development Management Committee
Wednesday	5	
Thursday	6	<i>Canvey Island Independent Group</i>
Friday	7	
Monday	10	
Tuesday	11	<i>Conservative Group</i>
Wednesday	12	
Thursday	13	
Friday	14	
Monday	17	
Tuesday	18	
Wednesday	19	<b>CABINET</b>
Thursday	20	Canvey Island Independent Group
Friday	21	

Monday	24	
Tuesday	25	
Wednesday	26	
Thursday	27	
Friday	28	
<b>May</b>		
Monday	1	MAY DAY BANK HOLIDAY
Tuesday	2	Development Management Committee – if required
Wednesday	3	
Thursday	4	<b>BOROUGH ELECTIONS</b>
Friday	5	
Monday	8	
Tuesday	9	
Wednesday	10	
Thursday	11	
Friday	12	
Monday	15	
Tuesday	16	
Wednesday	17	<b>ANNUAL COUNCIL</b>
Thursday	18	<i>Canvey Island Independent Group</i>
Friday	19	
Monday	22	
Tuesday	23	
Wednesday	24	
Thursday	25	
Friday	26	
Monday	29	<b>SPRING BANK HOLIDAY</b>
Tuesday	30	
Wednesday	31	
<b>June</b>		
Thursday	1	<i>Canvey Island Independent Group</i>
Friday	2	
Monday	5	
Tuesday	6	Development Management Committee
Wednesday	7	
Thursday	8	
Friday	9	
Monday	12	
Tuesday	13	
Wednesday	14	
Thursday	15	<i>Canvey Island Independent Group</i>

Friday	16	
Monday	19	
Tuesday	20	
Wednesday	21	<b>CABINET</b>
Thursday	22	
Friday	23	
Monday	26	
Tuesday	27	
Wednesday	28	
Thursday	29	
Friday	30	
<b>July</b>		
Monday	3	
Tuesday	4	Development Management Committee
Wednesday	5	
Thursday	6	<i>Canvey Island Independent Group</i>
Friday	7	
Monday	10	
Tuesday	11	<i>Conservative Group</i>
Wednesday	12	
Thursday	13	
Friday	14	
Monday	17	
Tuesday	18	
Wednesday	19	<b>CABINET</b>
Thursday	20	<i>Canvey Island Independent Group</i>
Friday	21	
Monday	24	
Tuesday	25	
Wednesday	26	<b>ORDINARY COUNCIL</b>
Thursday	27	
Friday	28	
Monday	31	
<b>August</b>		
Tuesday	1	
Wednesday	2	Development Management Committee
Thursday	3	
Friday	4	<i>Canvey Island Independent Group</i>
Monday	7	
Tuesday	8	<i>Conservative Group</i>

Wednesday	9	
Thursday	10	
Friday	11	
Monday	14	
Tuesday	15	
Wednesday	16	<i>CABINET (if required recess)</i>
Thursday	17	<i>Canvey Island Independent Group</i>
Friday	18	
Monday	21	
Tuesday	22	
Wednesday	23	
Thursday	24	
Friday	25	
Monday	28	<b>BANK HOLIDAY</b>
Tuesday	29	
Wednesday	30	
Thursday	31	
<b>September</b>		
Friday	1	

### Notes

\* Meetings of the Cabinet begin at 7pm unless otherwise advised.

**Meetings of the Licensing, Policy and Scrutiny Committees/ Scrutiny Committee or Review Committee will be scheduled in consultation with the Chairman of the relevant Committee.**

Meetings and events shown in italics are for Members' information.

**ANNUAL COUNCIL**

**18th May 2022**

**Subject: Recommendations to Council -  
Appointment of Chief Executive, Head of Paid Service**

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**1. Purpose of Report**

To present the recommendations of the Staff Appointment Panel held on 3rd May 2022. Council is requested to approve the appointment of Ms Angela Hutchings to the post of Chief Executive, Head of Paid Service.

**2. Links to Council's Priorities and Objectives**

The appointment of the Head of Paid Service is not linked to a Council Corporate Priority. The Council has a statutory duty to appoint a Head of the Paid Service, who has overall corporate management and operational responsibility for the Council. That position is carried out within the Council by the post of Chief Executive. Section 4 Local Government and Housing Act 1989.

**3. Recommendations**

1. That Council appoints Ms Angela Hutchings to the post of Chief Executive, Head of Paid Service.
2. That on commencement of her appointment as Chief Executive to appoint Ms Angela Hutchings as Returning Officer under the Representation of the People Act 1983 for the conduct of Elections in Castle Point and Local Registration Officer.
3. (To endorse the appointment of Mr Robert Tinlin MBE Interim Chief Executive to carry out the duties and responsibilities of the Head of Paid Service for a period of up to three months pending the commencement of the appointment of the permanent Chief Executive)

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**4. Background**

- 4.1 At the meeting of the Staff Appointments Panel on 27th January 2022, the Panel agreed that formal steps should commence to recruit a permanent Chief Executive.
- 4.2 To assist the process the Panel considered a short list of recruitment consultants and Penna were appointed.
- 4.3 The recruitment campaign ran through March to April 11th, 2022.

- 4.4 (During this period the Interim Chief Executive Andrew Grant appointed by Council left at the end of his contract with the Council. A meeting of the Staff Appointments panel took place on 7th April 2022 and approved the appointment of Mr Robert Tinlin MBE Interim Chief Executive to carry out the duties and responsibilities of the Head of Paid Service and to assist the processes to select a new permanent Chief Executive. Council is requested to endorse the appointment Mr Tinlin.)
- 4.5 The Staff Appointments Panel considered all applications received for the post of Chief Executive and approved the long list of candidates on 14 April 2022. Following technical and broad ranging assessment interviews of the longlisted candidates by the Interim Chief Executive and the recruitment consultants, a meeting of the Panel took place to short list the applications.
- 4.6 A formal meeting of the Staff Appointments Panel took place on 3rd May 2022 during which interviews took place of those candidates on the short list. The outcome of the technical interviews and assessments was used together with the final interviews by the Panel to inform the Panel's decision on a preferred candidate.
- 4.7 Arising from the background assessments and interviews the Staff Appointments Panel agreed unanimously to recommend to Council the appointment of Ms Angela Hutchings, as the Council's next Chief Executive and Head of Paid Service.
- 4.8 The recommended candidate Ms Angela Hutchings has extensive local government, public & private sector and leadership experience. Since November 2017, Ms Hutchings who is currently Strategic Director and Deputy Chief Executive, Rochford District Council and Brentwood Borough Council was Strategic Director of Rochford District Council and was Acting Managing Director of Rochford District Council. Prior to this from October 2012 to November 2017 Ms Hutchings was Assistant /Interim Director for Essex Legal Services (Essex County Council). From March 2011 to March 2012 a senior manager, Commercial Assurance PwC. From March 2006 to March 2011 a freelance Contractor providing legal advice and non-legal commercial assurance. Ms Hutchings began her career as a practising Solicitor between October 1995 to March 2006 holding posts within local government and private law firms.

## **5. Corporate Implications**

### **(a) Financial Implications**

There is financial provision within the Council's approved budget to support the cost of the post of Head of Paid Service

### **b) Legal Implications**

Confirming the appointment of the Head of Paid Service is matter reserved to Council.

The Council has a statutory duty to appoint a Head of the Paid Service, who has overall corporate management and operational responsibility for the



Council. That position is carried out within the Council by the post of Chief Executive. Section 4 Local Government and Housing Act 1989.

**(c) Human Resources and Equality Implications**

This is addressed by the report.

**(d) IT and Asset Management Implications**

None to be addressed by this report.

**6. Timescale for implementation and Risk Factors**

Subject the formal decision of Council it is hoped that Ms Hutchings will be able to take up appointment later this summer. Under the terms of her current employment Ms Hutchings is required to give three months' notice.

**7. Background Papers**

Agenda Staff Appointments Panel 3. 5 .2022

Papers are Exempt under (Exempt Information under Paragraphs 1 & 2 Schedule 12A Local Government Act 1972)

**Report Author:**

Mr Rob Tinlin Interim Chief Executive