
**MINUTES OF THE MEETING OF THE HUMAN RESOURCES SUB-COMMITTEE
PANEL,
HELD ON MONDAY, 17TH AUGUST, 2026 AT 3.15 PM
IN THE TOWN HALL, STATION ROAD, CLACTON-ON-SEA, CO15 1SE**

Present:	Councillors Chapman BEM (Chairman), Guglielmi and M Stephenson
Also Present:	Councillor Calver
In Attendance:	Katie Wilkins (Director (People)) and Keith Simmons (Assistant Director (Corporate Policy & Support) & Deputy Monitoring Officer)

1. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were no apologies for absence submitted, or substitutions appointed, on this occasion.

2. DECLARATIONS OF INTEREST

There were none on this occasion.

3. EXCLUSION OF PRESS AND PUBLIC

It was moved by Councillor Carlo Guglielmi, seconded by Councillor Mark Stephenson and:-

RESOLVED that under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of Agenda Item 4 on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1 & 2 of Part 1 of Schedule 12A, as amended, of the Act.

4. APPOINTMENT OF POSTS

Having previously interviewed the candidates for the following posts (which were Chief Officer or deputy Chief Officer posts as defined in section 2 of the Local Government and Housing Act 1989) –

Assistant Director (Building & Public Realm)
Head of People

It was moved by Councillor Jayne Chapman BEM, seconded by Councillor Carlo Guglielmi and unanimously:

RESOLVED that:-

- (i) the Director (People) be notified of the names of the persons to whom the aforementioned posts are to be offered;
- (ii) Council Procedure Rule 20.1 be suspended in order to delegate authority to the Corporate Director (Law and Governance) & Monitoring Officer to approve the draft

minutes as an accurate record of the meeting, after consultation with the Members of the Sub-Committee Panel.

NOTE: The Sub-Committee Panel was aware that no formal offers of appointment could be made until the provisions of Officer Employment Procedure Rule 5 had been complied with. Rule 5(b) allowed for a three working day period in which the Leader of the Council, on behalf of the Cabinet, could object to the proposed appointment(s). If such an objection or objections was/were lodged, the Sub-Committee Panel would be required to reconvene and satisfy itself that such objection(s) was/were neither material nor well-founded for the appointment(s) to proceed.

The meeting was declared closed at 3.16 pm

Chairman