



Hartlepool
Borough Council

Appointments Panel

Agenda

Wednesday 14 January 2026

Time: 1:00pm

Location: Committee Room A

Members: Appointments Panel:

Councillors Boddy, Buchan, Hargreaves, Harrison, Little, Morley, Oliver and Thompson (C)

Councillors Allen and Riddle

1. Apologies for absence

2. To receive any declarations of interest by members

3. Minutes

3.1 To confirm the minutes of the meetings held on 29 August 2025, 18 September 2025, 2 October 2025 and 19 November 2025

4. Items for information

4.1 None



5. Any other business which the chair considers urgent

6. Local Government (Access to Information) (Variation) Order 2006

Exempt Items

Under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in the paragraphs referred to below of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006

7. Items requiring decision

7.1 Appointment of Chief Executive, Assistant Director – Neighbourhood Services, Assistant Director – Inclusive Growth, Assistant Director – Housing & Communities (*Director of Legal, Governance & HR*)

8. Any other confidential items which the chairman considers are urgent



APPOINTMENTS PANEL

MINUTES AND DECISION RECORD

29 August 2025

The meeting commenced at 2.00 pm in the Civic Centre, Hartlepool.

Present:

Councillor: Carole Thompson (In the Chair)

Councillors: Gary Allen, Moss Boddy, Melanie Morley and Karen Oliver

Officers: Denise McGuckin, Managing Director
Hayley Martin, Director of Legal, Governance and Human Resources
Gillian Laight, Human Resources Manager
Angela Armstrong, Principal Democratic Services and Legal Support Officer

14. Apologies for Absence

Apologies for absence were received from Councillors Bob Buchan, Pamela Hargreaves and Sue Little.

15. Declarations of Interest

None.

16. Minutes of the meeting held on 15 July 2024

Confirmed.

17. Senior Leadership Restructure Recruitment (*Managing Director*)

Purpose of report

To consider and agree the arrangements for the recruitment and selection process for the posts of:

Director of Public Health
Director of Neighbourhoods and Regulatory Services
Director of Housing, Growth and Communities
Assistant Director of Housing and Growth

Issue(s) for consideration

The Managing Director presented the report that provided the proposed arrangements for the recruitment and selection of the above posts.

Director of Public Health

The Managing Director highlighted that the process for the recruitment for a Director of Public Health (DPH), which was a statutory role, involved external parties including representatives from the Office for Health Improvement and Disparities, who represent the SoS and the HHS, together with the Faculty for Public Health. The discussions around the potential to undertake a shared role of a permanent DPH with Stockton Borough Council had commenced and it was suggested that an interim role of DPH for 3-6 months be advertised to enable those discussions to continue. This role would report directly to the Director of Adult and Community Based Services and Managing Director as it was a statutory requirement. A Member referred to the huge levels of deprivation and health issues in the town and questioned if a shared role was the most appropriate option. The Managing Director confirmed that appointing an interim DPH would enable all options for a permanent appointment to be explored. It was noted that should a shared arrangement not be agreeable, the appointment of a permanent Director of Public Health will be undertaken.

Director of Neighbourhoods and Regulatory Services and Director of Housing and Growth

Members discussed the options of advertising internally/externally for the above permanent roles and the associated costs and timelines with both options. Members were keen to explore the potential of internal appointments for both these posts with an external recruitment process being undertaken should an internal appointment not be made.

Assistant Director of Housing and Growth

It was noted that Council had agreed to undertake a review of housing services within 5 months of the appointment of the Director of Housing and Growth. It was therefore suggested that the recruitment of the Assistant Director of Housing and Growth be postponed until the Director of Housing and Growth was in post. This would enable the appointment to be made in line with the review of housing services.

An illustrative timetable for the recruitment process for all the above posts was attached by way of Appendix with dates to be confirmed with Members. It was noted that the Managing Director would identify a suitable presentation topic to be provided as part of the interviews. Given the potential of internal candidates for the Director posts, an executive search was not required at this point.

Decision

- (i) The job descriptions and person specifications for all the above posts were agreed.
- (ii) That the Head of Paid Service progresses interim arrangements, including appointment, of a Director of Public Health post for 3-6 months to enable opportunities for a shared role on a permanent basis to be explored. Should an agreement for a permanent shared role not be reached, the recruitment and selection process for a Director of Public Health would be undertaken.
- (iii) That the recruitment and selection of the Director of Housing, Growth and Communities and the Director of Neighbourhoods and Regulatory Services be undertaken on an internal basis with expressions of interest invited. Should internal appointments not be successful, an external recruitment and selection process would be undertaken.
- (iv) That the recruitment and selection of the Assistant Director of Housing and Growth be on hold until the Director of Housing, Growth and Communities was in post and the review of housing services has commenced.
- (v) That there was no requirement for an Executive Search at this point in the recruitment and selection process.
- (vi) That the Managing Director identify a presentation topic to be provided by the candidates for interview and provide feedback from the Stakeholder Panel at the interviews.

The meeting concluded at 2.30 pm

CHAIR

APPOINTMENTS PANEL

MINUTES AND DECISION RECORD

18 September 2025

The meeting commenced at 1pm in the Civic Centre, Hartlepool.

Present:

Councillor: Councillor Carole Thompson (In the Chair)

Councillors: Moss Boddy, Brenda Harrison, Sue Little and Karen Oliver

Officers: Denise McGuckin, Chief Executive
Hayley Martin, Director of Legal, Governance and Human Resources
Jo Stubbs, Principal Democratic Services and Legal Support Officer

18. Apologies for Absence

Councillors Pamela Hargreaves and Melanie Morley

19. Declarations of Interest

All members present were familiar with the candidates.

20. Local Government (Access to Information) (Variation Order) 2006

Under Section 100(A)(4) of the Local Government Act 1972, the press and public were excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in the paragraphs referred to below of Part 1 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006.

Minute 21 – (Director of Housing, Growth and Communities) – This item contains exempt information under Schedule 12A Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006 namely (paras 1 and 2)

Minute 22 – (Director of Neighbourhoods and Regulatory Services) – This item contains exempt information under Schedule 12A Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006 namely (paras 1 and 2)

21. Director of Housing, Growth and Communities (*Chief Executive*) This item contains exempt information under Schedule 12A Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006 namely (paras 1 and 2)

Purpose of report

To enable Members to shortlist the candidates to be interviewed for the above post and agree the presentation topic and interview questions.

Issue(s) for consideration

The Chief Executive reported that following the approval to recruit to the post internally at the meeting on 29 August 2025 expressions of interest had been invited and submitted. Details of any applicants were tabled for Members consideration. The Chief Executive recommended that they be invited to attend for interview.

Members were further advised that information on the presentation topic and interview questions would be forwarded to them for consideration as soon as possible.

Decision

Detailed in the closed minutes.

21. Director of Neighbourhoods and Regulatory Services (*Chief Executive*) This item contains exempt information under Schedule 12A Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006 namely (paras 1 and 2)

Purpose of report

To enable Members to shortlist the candidates to be interviewed for the above post and agree the presentation topic and interview questions.

Issue(s) for consideration

The Chief Executive reported that following the approval to recruit to the post internally at the meeting on 29 August 2025 expressions of interest had been invited and submitted. Details of any applicants were tabled for Members consideration. The Chief Executive recommended that they be invited to attend for interview.

Members were further advised that information on the presentation topic and interview questions would be forwarded to them for consideration as soon as possible.

Decision

Detailed in the closed minutes.

The meeting concluded at 1.15pm.

CHAIR

APPOINTMENTS PANEL

MINUTES AND DECISION RECORD

2 October 2025

The meeting commenced at 10am in the Civic Centre, Hartlepool.

Present:

Councillor: Councillor Carole Thompson (In the Chair)

Councillors: Moss Boddy, Pamela Hargreaves, Brenda Harrison, Sue Little and Karen Oliver

Officers: Denise McGuckin, Chief Executive
Hayley Martin, Director of Legal, Governance and Human Resources
Gillian Laight, Human Resources Manager
Jo Stubbs, Principal Democratic Services and Legal Support Officer

22. Apologies for Absence

Apologies were submitted by Councillors Bob Buchan and Melanie Morley.

23. Declarations of Interest

All members present were familiar with the candidates.

24. Local Government (Access to Information) (Variation Order) 2006

Under Section 100(A)(4) of the Local Government Act 1972, the press and public were excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in the paragraphs referred to below of Part 1 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006.

Minute 25— (Appointment of Director of Housing, Growth and Communities and Director of Neighbourhoods and Regulatory Services) – This item contains exempt information under Schedule 12A Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006 namely (para 1 and 2) information relating to any individual and information which is likely to reveal the identity of an individual.

25. Appointment of Director of Housing, Growth and Communities and Director of Neighbourhoods and Regulatory Services (*Chief Executive*) This item contains exempt information under Schedule 12A Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006 namely (para 1 and 2) information relating to any individual and information which is likely to reveal the identity of an individual.

Purpose of report

To interview the candidates shortlisted for interview at the Appointments Panel meeting on 18th September 2025

Issue(s) for consideration

Members interviewed the candidates for the posts of Director of Housing, Growth and Communities and Director of Neighbourhoods and Regulatory Services.

Decision

Set out in the exempt section of the minutes

The meeting concluded at 12:05pm

CHAIR

APPOINTMENTS PANEL

MINUTES AND DECISION RECORD

19 November 2025

The meeting commenced at 3.00pm in the Civic Centre, Hartlepool.

Present:

Councillor: Councillor Carole Thompson (In the Chair)

Councillors: Moss Boddy, Pamela Hargreaves, Brenda Harrison, Sue Little and Karen Oliver

Officers: Denise McGuckin, Chief Executive
Hayley Martin, Director of Legal, Governance and Human Resources
Gillian Laight, Human Resources Manager
Jo Stubbs, Principal Democratic Services and Legal Support Officer

26. Apologies for Absence

Councillors Bob Buchan and Melanie Morley

27. Declarations of Interest

None

28. Senior Management Restructure – Verbal Update (Chief Executive)

Purpose of report

To provide an update to elected members.

Issue(s) for consideration

Members had previously approved the recruitment of 3 Assistant Director posts, recruitment details and proposed online advertisements for which were circulated at the meeting. The Chief Executive had now made the decision to retire in May 2026 and it was felt prudent to advertise for this post at the same time. A proposed job description and online advertisement had been prepared with the final details to be delegated to the Chief Executive and Leader of the Council. Copies of these documents

were circulated at the meeting. Details of the proposed salary level for the Chief Executive post were given.

The closing date for applications would be 9th January and it was intended that all posts be filled by the end of January 2026. Meeting dates were yet to be confirmed and would be delegated to officers.

Decision

That the final job advertisement be delegated to the Chief Executive and Leader of the Council, to go live at midnight.

That meeting dates be delegated to officers, to commence January 2026.

The meeting concluded at 3.25pm.

CHAIR