

# Appointments Committee

## Agenda

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**Date:** Thursday, 8th May, 2025  
**Time:** 10.00 am  
**Venue:** Council Chamber - Town Hall, Macclesfield, SK10 1EA

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The agenda is divided into 2 parts. Part 1 is taken in the presence of the public and press. Part 2 items will be considered in the absence of the public and press for the reasons indicated on the agenda and at the foot of each report.

It should be noted that Part 1 items of Cheshire East Council decision making meetings are audio recorded and the recordings will be uploaded to the Council's website

### **PART 1 – MATTERS TO BE CONSIDERED WITH THE PUBLIC AND PRESS PRESENT**

1. **Apologies for Absence**
2. **Declarations of Interest**

To provide an opportunity for Members and Officers to declare any disclosable pecuniary interests, other registerable interests, and non-registerable interests in any item on the agenda.

3. **Minutes of Previous Meetings** (Pages 3 - 8)

To approve the minutes of the meeting held on 19 March 2025 and 25 March 2025.

4. **Public Speaking Time/Open Session**

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For requests for further information

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In accordance with the Council's Committee Procedure Rules and Appendix on Public Speaking a total period of 15 minutes is allocated for members of the public to put questions to the Committee on any matter relating to this agenda. Each member of the public will be allowed up to two minutes each to speak, and the Chair will have discretion to vary this where they consider it appropriate.

Members of the public wishing to speak are required to provide notice of this at least three clear working days' in advance of the meeting and should include the question with that notice.

5. **Recruitment and Selection for post of Governance, Compliance and Monitoring Officer** (Pages 9 - 22)

To consider the update report on the recruitment and selection arrangements for post of Governance, Compliance and Monitoring Officer.

6. **Exclusion of the Press and Public**

The reports relating to the remaining items on the agenda have been withheld from public circulation and deposit pursuant to Section 100(B)(2) of the Local Government Act 1972 on the grounds that the matters may be determined with the press and public excluded.

The Committee may decide that the press and public be excluded from the meeting during consideration of the following items pursuant to Section 100(A)4 of the Local Government Act 1972 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1 and 2 of Part 1 of Schedule 12A to the Local Government Act 1972 and public interest would not be served in publishing the information.

7. **PART 2 - MATTERS TO BE CONSIDERED WITHOUT THE PUBLIC AND PRESS PRESENT**

8. **Recruitment and Selection for post of Governance, Compliance and Monitoring Officer** (Pages 23 - 24)

To agree a longlist of candidates for further assessment.

**Membership:** Councillors C Bulman, J Clowes, T Dean, S Gardiner, M Gorman (Vice-Chair), N Mannion, J Saunders, M Simon and F Wilson (Chair)

**CHESHIRE EAST COUNCIL**

Minutes of a meeting of the **Appointments Committee**  
held on Wednesday, 19th March, 2025 in the Capesthorne Room - Town Hall,  
Macclesfield SK10 1EA

**PRESENT**

Councillor F Wilson (Chair)  
Councillor M Gorman (Vice-Chair)

Councillors C Bulman, T Dean, S Gardiner, J Saunders and N Mannion

**Officers in attendance**

Rob Polkinghorne, Chief Executive  
Karen Grave, Director of People and Customer Experience  
Jennie Summers, Acting Head of Legal Services  
Rachel Graves, Democratic Services Officer  
Luke Judd, Starfish

**74 APOLOGIES FOR ABSENCE**

Apologies were received from Councillors J Clowes and M Simon.  
Councillors T Dean and J Saunders attended as substitutes.

**75 DECLARATIONS OF INTEREST**

No declarations of interest were made.

**76 MINUTES OF PREVIOUS MEETINGS****RESOLVED:**

That the minutes of the meetings held on 12 February, 13 February, 19 February and 24 February 2025 be approved subject to the following:

Correction of the job title for Karen Grave to Director of People and Customer Experience in the minutes for the meetings held on 12 February, 13 February, 19 February and 24 February 2025 and correction of the job title for Debi Wain to HR Business Partner in the minutes of the meeting for 19 February 2025.

**77 PUBLIC SPEAKING TIME/OPEN SESSION**

There were no members of the public present.

**78 RECRUITMENT AND SELECTION FOR POST OF EXECUTIVE DIRECTOR CHILDREN'S SERVICES AND GOVERNANCE, COMPLIANCE AND MONITORING OFFICER**

The Committee considered the update report on the recruitment and selection arrangements for the Executive Director Children's Services and the Governance, Compliance and Monitoring Officer.

**RESOLVED:** That the Committee

- 1 note the update on the recruitment and selection process.
- 2 agree the proposed timeline for the advertisement for the Governance, Compliance and Monitoring Officer.

**79 EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED:**

That the press and public be excluded from the meeting during consideration of the following item pursuant to Section 100(A)4 of the Local Government Act 1972 as amended on the grounds that it involves the likely discussion of exempt information as defined in Paragraph 1 and 2 of the Schedule 12A of the Local Government Act 1972 and the public interest would not be served in publishing this information.

**80 RECRUITMENT AND SELECTION FOR POST OF EXECUTIVE DIRECTOR CHILDREN'S SERVICES**

The Committee considered the applications, supporting letters and technical assessment results before agreeing a short list of applicants for formal interview and further assessment for the position of the Executive Director Children's Services.

**81 READMITTANCE OF THE PRESS AND PUBLIC**

**RESOLVED:**

That the press and public be re-admitted to the meeting.

**82 RECRUITMENT AND SELECTION FOR POST OF EXECUTIVE DIRECTOR CHILDREN'S SERVICES**

**RESOLVED:**

That the Committee agree a shortlist of 4 candidates for the position of Executive Director Children's Services for further assessment and interview.

The meeting commenced at 10.05 am and concluded at 11.18 am

Councillor F Wilson (Chair)

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## **CHESHIRE EAST COUNCIL**

Minutes of a meeting of the **Appointments Committee**  
held on Tuesday, 25th March, 2025 in The Capesthorpe Room - Town Hall,  
Macclesfield SK10 1EA

### **PRESENT**

Councillor F Wilson (Chair)  
Councillor M Gorman (Vice-Chair)

Councillors C Bulman, T Dean, S Gardiner, N Mannion and J Saunders

### **Officers in attendance**

Rob Polkinghorne, Chief Executive  
Karen Grave, Director of People and Customer Experience  
Jennie Summers, Acting Head of Legal Services  
Rachel Graves, Democratic Services Officer  
Luke Judd, Starfish Recruitment  
Caroline O'Neil, Department of Education

### **83 APOLOGIES FOR ABSENCE**

Apologies were received from Councillors J Clowes and M Simon.  
Councillors T Dean and J Saunders attended as substitutes.

### **84 DECLARATIONS OF INTEREST**

No declarations of interest were made.

### **85 PUBLIC SPEAKING TIME/OPEN SESSION**

There were no members of the public present.

### **86 RECRUITMENT AND SELECTION FOR POST OF EXECUTIVE DIRECTOR CHILDREN'S SERVICES**

The Committee considered the update report on the recruitment and selection arrangements for the post of Executive Director Children's Services (DCS).

### **RESOLVED:**

That the Committee note the update on the recruitment and selection process.

### **87 EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED:**

That the press and public be excluded from the meeting during consideration of the following item pursuant to Section 100(A)4 of the Local Government Act 1972 as amended on the grounds that it involves the likely discussion of exempt information as defined in Paragraph 1 and 2 of the Schedule 12A of the Local Government Act 1972 and the public interest would not be served in publishing this information.

**88 RECRUITMENT AND SELECTION FOR POST OF EXECUTIVE DIRECTOR CHILDREN'S SERVICES**

The Committee formally interviewed the shortlisted candidates for the post of Executive Director Children's Services.

**89 READMITTANCE OF THE PRESS AND PUBLIC**

**RESOLVED:**

That the press and public be re-admitted to the meeting.

**90 RECRUITMENT AND SELECTION FOR POST OF EXECUTIVE DIRECTOR CHILDREN'S SERVICES**

**RESOLVED:**

- 1 that the successful candidate be recommended for appointment to the post of Executive Director Children's Services (DCS).
- 2 the Director of People be notified of the name of the successful candidate and of the salary and any other relevant particulars to make the job offer within the terms of the Council's approved Pay Policy Statement.

The meeting commenced at 10.00 am and concluded at 4.52 pm

Councillor F Wilson (Chair)

**OPEN - Report****NOT FOR PUBLICATION - Appendix 2 of the report**

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

**Appointments Committee****8 May 2025****Recruitment and Selection for post of Governance,  
Compliance and Monitoring Officer****Report of: Rob Polkinghorne, Chief Executive****Report Reference No: AP/12/24-25****Ward(s) Affected: All****Purpose of Report**

- 1 To update on the recruitment and selection arrangements for the post of Governance, Compliance and Monitoring Officer.
- 2 To provide a longlist of candidates for further assessment as part of the recruitment and selection to the post of Governance, Compliance and Monitoring Officer
- 3 The report contributes to the delivery of Council services through the recruitment to a key vacant senior management post.

**Executive Summary**

- 4 The report provides an update on the current recruitment and selection process for the post of Governance, Compliance and Monitoring Officer.
- 5 This post was initially advertised together with other key senior leadership posts in late 2024/early 2025 in the context of the independent decision-making accountability (DMA) review by the Local Government Association (LGA) of the current senior management structure and feedback from the recent Corporate Peer Challenge.
- 6 The post of Governance, Compliance and Monitoring Officer has been re-advertised inviting applications from suitably qualified and experienced

candidates, supported by Starfish Recruitment, the recruitment partner for the process.

- 7 The report notes the recruitment and selection process to date and next steps. The Appointments Committee is requested to consider the applications received and provide a longlist of candidates to progress to the assessment of technical ability and potential suitability for the post of Governance, Compliance and Monitoring Officer.

#### RECOMMENDATIONS

The Appointments Committee is recommended to:

1. Note the recruitment and selection process to date, including the indicative framework for the further assessment and formal interview arrangements on 29 May 2025.
2. Approve a longlist of applicants from the information provided in the Part 2 Appendix 2 for the post of Governance, Compliance and Monitoring Officer for the technical assessment stages of the recruitment and selection process.

### Background

- 8 The Council has completed a recruitment and selection process for a significant number of vacant posts within its current senior leadership team.
- 9 It has successfully appointed to the following posts:
- Executive Director Resources (s151)
  - Executive Director Children's Services
  - Assistant Chief Executive
  - Director of Family Help and Children's Social Care
  - Director of People
  - Director of Planning and Environment
  - Director of Finance (Deputy s151)
  - Director of Commissioning and Integration (Adults)
  - Head of Organisational Development and Culture
  - Head of Customer Experience
  - Head of Strategy, Policy and Performance
- 10 It was not possible to recruit to the posts of the Governance, Compliance and Monitoring Office, Director of Commissioning, Quality Assurance and

Partnership (Children's), Director of Public Health and Head of Transformation.

- 11 The recruitment and selection process for the post of Governance, Compliance and Monitoring Officer recommenced in April 2025.
- 12 Further consideration is being given for the permanent recruitment for the timeline for the other posts. Temporary arrangements will continue until this time.
- 13 Starfish Recruitment continues to be the executive search agency to support the current recruitment and selection process for the Governance, Compliance and Monitoring Officer post.

#### Recruitment and Selection Process

- 14 The job advertisement was published on 3 April 2025 and closed on 27 April 2025. The job description is shown in Appendix 1.
- 15 Applications from suitably qualified and experienced candidates were invited, supported by Starfish Recruitment.
- 16 The candidates CVs and supporting statements can be found in Appendix 2.
- 17 Appendix 2 is Part 2 and is exempt from publication in accordance with Chapter 3, Part 2, Paragraph 24 under the categories 'Information relating to any individual' and 'Information which is likely to reveal the identity of an individual'. The public in maintaining the exemption outweighs the public interest in disclosing the information as this
  - maintains the council's confidential recruitment process to ensure that it can recruit the best candidate for the role, and
  - ensures the candidates' personal data is protected and there is no breach of data protection, and
  - does not undermine the recruitment process.
- 18 The Appointments Committee is requested to carefully consider all applications, in the form of CVs and supporting statements, and to agree on a longlist of candidates.
- 19 The longlisted candidates will undertake an assessment of their technical ability and potential suitability for the post of Governance, Compliance and Monitoring Officer with Starfish Recruitment.

Next steps following longlisting and the completion of the technical assessment

- 20 At the subsequent shortlisting meeting on 19 May 2025, the Appointments Committee will receive feedback on each of the longlisted candidates from Starfish Recruitment. This information will enable the Appointments Committee to shortlist candidates for further assessment and formal interview on 29 May 2025.
- 21 The indicative framework for the further assessment and formal interview arrangements for 29 May 2025 can be found in Appendix 3.
- 22 The assessment and formal interview arrangements will be finalised by the Chief Executive, in consultation with the Chair of the Appointments Committee.

**Consultation and Engagement**

- 23 Not applicable.

**Reasons for Recommendations**

- 24 In accordance with the Constitution, the Appointments Committee is required to undertake the recruitment and selection process for Governance, Compliance and Monitoring Officer in accordance with the Employment Procedure Rules.

**Other Options Considered**

- 25 Not applicable.

**Implications and Comments**

*Monitoring Officer/Legal*

- 26 On 16 October and 11 December 2024, Full Council approved the Phase 1 senior leadership structure with the additional new posts and salaries over £100,000 in line with Cheshire East Council's constitution.
- 27 The Governance, Compliance and Monitoring Officer replaced the Director of Governance and Compliance which was an established post in the previous structure.
- 28 The post of Governance, Compliance and Monitoring Officer is a Designated Statutory Officer role. In line with Cheshire East Council's constitution, the Appointments Committee is responsible for selecting and recommending a preferred candidate to Full Council for these posts before an offer of appointment is made to that person.

- 29 A fair, transparent and objectively justified selection process with due regard to equality laws should be followed for this selection phase of the recruitment process to reduce the risk of potential legal challenge.
- 30 Any proposed salary or other relevant particulars of employment should comply with the Council's pay policy statement, pay framework and other relevant policies.

*Section 151 Officer/Finance*

- 31 The revised senior management structure was approved at full council on 16 October and 11 December 2024.
- 32 The post being referred to in this report is budgeted from 1 April 2025 and included in the MTFs and budget for 2025/26 onwards.

*Policy*

- 33 The recruitment to the post of Governance, Compliance and Monitoring Officer is key to the Council's need to provide capacity and leadership within the Senior Management Team to meet the current fiscal challenges and to deliver its transformation programme.

*Equality, Diversity and Inclusion*

- 34 There are no direct equality implications.
- 35 All equality considerations will be taken into account as part of the recruitment process for the Governance, Compliance and Monitoring Officer recruitment process.

*Human Resources*

- 36 Actions will be undertaken in accordance with the Constitution and appropriate HR policies and procedures.

*Rural Communities*

- 37 There are no direct implications for rural communities.

*Children and Young People including Cared for Children, care leavers and Children with special educational needs and disabilities (SEND)*

- 38 There are no direct implications for Children and Young People including Cared for Children, care leavers and Children with special educational needs and disabilities (Send)

*Public Health*

39 There are no direct implications for public health.

*Climate Change*

40 There are no direct implications for climate change.

<b>Access to Information</b>	
Contact Officer:	Sara Duncalf, Head of Human Resources <a href="mailto:sara.duncalf@cheshireeast.gov.uk">sara.duncalf@cheshireeast.gov.uk</a>
Appendices:	Appendix 1 – Job Description and Person Specification  Appendix 2 – Part 2 Applicant CVs and supporting letters (to follow)  Appendix 3– Timetable for recruitment and selection activities and framework for assessment and final interviews
Background Papers:	None

## Job Description and Specification



Working for a **brighter future** together

<b>Job Title:</b>	Governance, Compliance & Monitoring Officer
<b>Reference:</b>	CEDR2001
<b>Service:</b>	Governance and Compliance
<b>Grade:</b>	D
<b>Reports to:</b>	Chief Executive Delamere House, Crewe with travel to Macclesfield Town Hall and other locations within Cheshire East.
<b>Location:</b>	
<b>DBS Requirement:</b>	Basic DBS

### Your job

To be the Council's chief governance and compliance adviser for Cheshire East Council advising the Leader, Chief Executive, Corporate Leadership Team, and Executive and political groups.

To be the Council's Monitoring Officer with statutory responsibility under s.5 of the Local Government and Housing Act 1989 and responsibility for the effective operation of the Councillors' Code of Conduct including decision taking on complaints and the Investigation and Disciplinary Committee process in relation to Protected Officers.

To provide operational and strategic leadership to the Council's:

- Legal Services;
- Democratic Services; and
- Audit and Risk – including Health and Safety, Corporate Insurance, and Information Rights.

Ensure sound democratic decision making, good and effective governance, and openness/access to information.

### In this job you will

1. You will be the chief governance and compliance adviser for Cheshire East Council advising the Leader, Chief Executive, Corporate Leadership Team, and Executive and political groups.
2. You will be the Council's Monitoring Officer with statutory responsibility under s.5 of the Local Government and Housing Act 1989 and responsibility for the effective operation of the Councillors' Code of Conduct including decision taking on complaints and the Investigation and Disciplinary Committee process in relation to Protected Officers.
3. You will provide operational and strategic leadership to the Council's Legal Services
4. You will provide operational and strategic leadership to the Council's Governance and Democratic Service
5. You will provide expert advice and support to the Chief Executive and to the Corporate Leadership Team, as well as to Cabinet and Elected Members, on their areas of personal accountability.
6. You will ensure sound democratic decision making, good and effective governance, and openness/access to information.
7. You will be responsible for setting and documenting service standards, in consultation with Elected Members and Principal Professional Advisors, which allow staff within the remit to be responsive to the needs and aspirations of council services, users, residents, Council owned

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companies and local businesses, within defined Borough-wide parameters.

8. You will ensure the design, implementation and maintenance of service structures, methods of delivery, operating procedures and "rules of engagement" (Legal Audit and Democratic Services) within the remit which define the required behaviours and best practice of managers and staff, and to ensure that agreed standards are met consistently.
9. You will be responsible for ensuring that services/functions within the remit are delivered within and to budget, and to set and manage appropriate financial and other controls, which enable decisions to be made directly and quickly at the frontline (within agreed delegated authority).
10. You will manage all aspects of service, teams and individual staff performance including use of resources, against agreed shared and personal targets.
11. You will actively seek opportunities to raise income, including selling services to other agencies or local authorities, and through the application of market-tested fees and charges, as well as by bidding successfully for or otherwise accessing sources of external funding.
12. You will be responsible for taking the primary responsibility for and be directly accountable for the performance and use of resources of a range of defined functions and activities, as the main (but not exclusive) area of focus of the role.
13. You will commission efficient and effective services/projects/initiatives, through a range of direct delivery, innovative partnerships, and commercial arrangements (including social enterprises).
14. You will actively review all services within the remit to ensure that they continue to be delivered in the most efficient and effective way, including outsourcing, co-sourcing, or insourcing for future delivery.
15. To be responsible for the maintenance/accuracy of the service establishment in UNIT4 and accountable for budgets associated.

**Statutory Functions:**

16. You will report formally on contraventions or likely contraventions of any enactment or rule of law.
17. You will be responsible for reporting on any maladministration or injustice, where the Ombudsman has carried out an investigation.
18. You will establish and maintain the Register of Members' interests, gifts, and hospitality.
19. You will receive copies of certificates under the Local Authorities (Contracts) Regulations 1997.
20. You will be responsible for promoting, supporting, and maintaining high standards of conduct by Elected Members and Officers, under the appropriate Codes of Conduct and ethical principles.
21. You will undertake the initial assessment of code of conduct complaints against members.
22. You will conduct investigations into misconduct by elected Members.

**From time to time you may be asked to undertake work as may be determined by the Chief Executive and/or an Executive Director. This will be up to or at a level that is consistent with your job role. This supports our joint commitment in our employee deal to work together as one team and one council to deliver the best service for our customers and communities.**

### In this job you will need

You must be able to demonstrate the following essential requirements:

- A degree (or equivalent) level qualification relevant to the role
- Demonstrable knowledge of audit governance and compliance frameworks delivered through professionally qualified teams
- In depth and up to date knowledge of Local Government legislation and national and local developments affecting Local Authorities
- Evidence of formal post graduate management development
- Evidence of ongoing professional development

It would also be desirable if you hold the following qualification/experience:

- Qualified as a Solicitor or Barrister.

## Our culture

For us, it is not just about our achievements as an organisation, but about how we do it. At Cheshire East Council we are working for a brighter future together –

- **We have a shared purpose**
- **We are supported and well-led**
- **We are treated fairly and highly valued**
- **We succeed together**

This is all underpinned in our employee deal and everyone is expected to uphold their commitments by living by our values and demonstrating our behaviours.

## Our values

**Flexibility:** adaptable, open to learning and resilient

**Innovation:** creative, challenges convention and always looks to improve

**Responsibility:** delivers on promises, efficient and has integrity

**Service:** listens, delivers quality, is reliable and enables others

**Teamwork:** respectful, inclusive and contributes at all levels

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## Employee deal

### Our COMMITMENT

#### Shared purpose

- Provide a safe and positive working environment
- Setting clear performance objectives with realistic timescales for delivery
- Having fair and efficient policies and procedures in place and applying them consistently
- Listen, respond and act appropriately when you tell us about something that is inappropriate or wrong

#### Well led

- Provide honest, respectful and responsible leadership
- Be fair, consistent and timely in our decision making
- Work with you, enabling you to do your best work every day with the right resources, tools and technology

#### Valued people

- Have regular, useful team meetings, keep you informed and provide an opportunity for everyone to share their views
- Treat you as individuals, be respectful, flexible and supportive
- Care for your health and well-being
- Provide you with regular, meaningful and constructive feedback on your performance through one-to-ones and performance review meetings

#### Succeeding together

- Offer you opportunities for learning and developing
- Recognise and value your hard work and contribution
- Work together as one team and one council to deliver the best service for our customers and communities

### Your COMMITMENT

#### Shared purpose

- Bring a positive and can do attitude into work
- Be proactive and always responsive to our customers and communities
- Work responsibly and ask for help if you need it
- Tell us if you see or experience anything that is inappropriate or wrong

#### Well led

- Be honest and reliable
- Get involved, keep informed, make suggestions and share your ideas
- Embrace technology and new ways of working

#### Valued people

- Participate fully and make helpful contributions to team meetings
- Be respectful of others and work flexibly and collaboratively with colleagues and partners
- Care for your health and well-being enabling you to maximise your attendance at work
- Value helpful constructive feedback and act upon it

#### Succeeding together

- Take the opportunity to learn and develop
- Be supportive and appreciate others
- Work together as one team and one council to deliver the best service for our customers and communities



### a) Timetable for Recruitment and Selection Process

Date / Timescales	Activity	Who
27/4/2025	Deadline for applications	Applicants /Starfish Recruitment
Thursday 8/5/2025 (10am – 12 noon)	<b>Appointments Committee</b> (Longlisting)	Appointments Committee / Chief Exec / Director of People/ Starfish Recruitment
To Be Confirmed	Technical interview	Longlisted Applicants / Starfish Recruitment
Monday 19/5/2025 (10.30am – 12.30pm)	<b>Appointments Committee</b> Short-list meeting	Appointments Committee / Chief Exec / Director of People / Starfish Recruitment
Assessment Centre and Interviews on 29.5.2025	<b>Appointments Committee</b> Assessment and Interviews, confirm candidates	Appointments Committee / Chief Exec / Director of People / Starfish Recruitment/ Panels

### b) Indicative outline of Formal Interview and Assessment Centre for shortlisted candidates on 29 May 2025

Activity
Formal Interview and Presentation with the Appointments Panel
1:1 with Chief Executive
Children's and Youth Panel
Corporate Leadership Team and Direct Report Panel
Members and Partnership Panel

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

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