

**MINUTES  
APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE**

**Tuesday 24 July 2018**

Councillor John Clarke (Chair)

|                             |                         |
|-----------------------------|-------------------------|
| Councillor Michael Payne    | Councillor Bob Collis   |
| Councillor Michael Adams    | Councillor Kevin Doyle  |
| Councillor Chris Barnfather | Councillor Marje Paling |

Officers in Attendance: D Archer, H Barrington and A Dubberley

**1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.**

None.

**2 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 23 MAY 2018.**

**RESOLVED:**

That the minutes of the above meeting, having been circulated, be approved as a correct record.

**3 DECLARATION OF INTERESTS.**

None.

**4 DRAFT PAY AND PERFORMANCE POLICY FOR THE POST OF CHIEF EXECUTIVE**

The Service Manager Organisational Development introduced a report, which had been circulated prior to the meeting, recommending implementation of a Pay and Performance Policy to be applied to the post of Chief Executive.

**RESOLVED to:**

- 1) Support the proposed policy at Appendix 1 to the report; and
- 2) Authorise the implementation of the amended Pay and Performance Policy for application to the new Chief Executive as part of the standard terms and conditions of the post.

**5 DESIGNATION OF SECTION 151 OFFICER**

The Director of Organisational Development introduced a report, which had been circulated prior to their meeting, proposing to designate the Service Manager, Financial Services, as the Council's Section 151 Officer.

**RESOLVED:**

To designate Alison Ball, Service Manager, Financial Services as the Council's Section 151 Officer on an interim basis as set out in the report

**6 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.**

None.

**7 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

That, the Members being satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information that under Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during the consideration of the ensuing reports on the grounds that the report involves the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

**8 SELECTION INTERVIEWS TO FILL THE POST OF CHIEF EXECUTIVE**

Consideration was given to a report of the Chief Executive which provided supporting information on the process for interviewing candidates for the role of Chief Executive

Following the interview process it was

**RESOLVED to:**

- 1) Recommend to Council that Karen Bradford be appointed as Chief Executive and formally designated as Head of Paid Service, Returning Officer and Electoral Registration Officer;
- 2) Recommend to Council that the appointment shall be subject to the usual 6 month probationary period;
- 3) Inform the Monitoring Officer of the recommendation of the committee and to ask the Monitoring Officer to implement due process to notify the executive and report to full Council;

- 4) Agree that a provisional officer of employment can be made by the Service Manager: Organisational Development, subject to references, the usual employment checks and Council approval; and
- 5) Agree the starting salary to be offered shall be £108,000.

The meeting finished at 4.05 pm

Signed by Chair:  
Date: