

**MINUTES  
APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE**

**Wednesday 4 October 2023**

Councillor Michael Payne (Chair)

Councillor John Clarke

Councillor Paul Hughes

Councillor Jenny Hollingsworth

Councillor Marje Paling

Councillor Viv McCrossen

Absent: Councillor Michael Adams

Officers in Attendance: M Hill, D Archer, A Snodin and C McCleary

**13 APPOINTMENT OF CHAIR**

Councillor Michael Payne was elected as Chair for the meeting.

**14 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Michael Adams.

**15 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 2 AUGUST 2023**

**RESOLVED:**

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

**16 DECLARATION OF INTERESTS**

None.

**17 EXCLUSION OF THE PUBLIC AND PRESS**

**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 consideration of the ensuing reports on the grounds that the reports involve the likely disclosure of exempt information as defined in Paragraphs 1 and 2 of Part 1 of Schedule 12a of the Local Government Act 1972.

**18 REVIEW OF GIFTS AND HOSPITALITY CODE OF PRACTICE FOR MEMBERS AND OFFICERS**

The Head of HR, Performance and Service Planning presented a report, which had been circulated in advance of the meeting, detailing the consultation response received from trade unions and from the Joint Consultative and Safety Committee (JCSC) and seeking approval to implement the proposal for policy change in the Gifts and Hospitality Code of Practice for members and officers.

**RESOLVED to:**

- 1) Receive the consultation comments from trade unions and comments and recommendations from the JCSC; and
- 2) Implement the proposals made to amend the current Gifts and Hospitality Code of Practice for members and officers.

**19 SELECTION TO THE POST OF HEAD OF FINANCE AND ICT**

Councillor Clarke left the meeting at 9.45am.

Consideration was given to a report of the Chief Executive and Head of HR, Performance and Service Planning regarding the appointment to the post of Head of Finance and ICT.

After the interview process it was

**RESOLVED that:**

- 1) Tina Adams be selected as the preferred candidate for the post of Head of Finance and ICT;
- 2) There was no second candidate for consideration;
- 3) A starting salary of £72,275 per annum (subject to the application of a plussage determined by the Chief Executive to reflect the role of Deputy Section 151 Officer whilst it is undertaken by this post holder) be applied;
- 4) Subject to there being no substantial objections received from the Executive, to authorise the Head of HR to make an unconditional offer of employment to the preferred candidate; and
- 5) In the case that the statutory role of Chief Financial Officer (Section 151 Officer) is vacated by the current Corporate Director then the post of Head of Finance and ICT will be designated as the Council's Chief Financial Officer (Section 151 Officer) on a

temporary basis until such time that the role is attributed to this or another post deemed appropriate by this committee. An appropriate plussage will be paid to the Head of Finance and ICT whilst the post is designated as Section 151 Officer. The rate for this plussage will be determined by the Chief Executive in consultation with the Leader as Chair of this committee.

**20 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT**

None.

The meeting finished at 12.00 pm

Signed by Chair:  
Date: