

**MINUTES  
APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE**

**Tuesday 11 June 2024**

Councillor John Clarke (Chair)

Councillor Michael Payne  
Councillor Michael Adams  
Councillor Paul Hughes

Councillor Jenny Hollingsworth  
Councillor Marje Paling

Absent: Councillor Viv McCrossen

Officers in Attendance: D Archer, M Hill and C Goodall

**1 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Viv McCrossen.

**2 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 24 APRIL 2024**

**RESOLVED:**

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

**3 DECLARATION OF INTERESTS**

None.

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

None.

**5 EXCLUSION OF 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 the consideration of the ensuing report on the grounds that the report involves the likely disclosure of exempt information as defined in Paragraph 4 of Part 1 of Schedule 12a of the Local Government Act 1972.

**6 INTERVIEW FOR THE POST OF DEPUTY CHIEF EXECUTIVE AND MONITORING OFFICER**

**RESOLVED:**

That the committee:

- a) Conducted the selection process and determined that the one applicant is appointable to the post of Deputy Chief Executive and Monitoring Officer; and
- b) Confirms designation of this post as Monitoring Officer; and
- c) Agrees the starting salary to be offered from within the three-point range detailed in the report; and
- d) Informs the Deputy Monitoring Officer of the recommendation of the Committee and asks the Deputy Monitoring Officer to implement due process to notify the Executive prior to formal offer of appointment.

**7 RECOMMENDED APPOINTMENT INTO CHIEF OFFICER POSTS**

**RESOLVED:**

That the committee:

- a) Supports the recommendation of the Chief Executive to appoint into post the following officers:
  - Tina Adams into the post of Chief Finance Officer and Section 151 Officer
  - Lance Juby into the post of Assistant Director, Communities, Leisure and Wellbeing
  - David Archer into the post of Director of Transformation (job-shared and for a period of up to two years)
- b) Confirms that the new post of Chief Finance Officer is designated as the Council's Chief Financial Officer (Section 151 Officer) as required under Section 151 of the Local Government Act 1972.
- c) Authorises the Monitoring Officer (or Deputy Monitoring Officer) to notify the Executive of the committee's recommendation and to ask if there are any material objections to the appointments.
- d) Notes that, should there be no such material objections received from the Executive, that the Leader of the Council shall confirm the post holders into post from a date determined by the Chief Executive.

**8 POLICY CHANGES (FLEXIBLE WORKING AND CARE LEAVE)**

**RESOLVED**

That the committee endorses the commencement of the consultation and implementation process as described and to support the change to policies.

The meeting finished at 12.00 pm

Signed by Chair:  
Date: