

**MINUTES
APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE**

Wednesday 23 May 2018

Councillor John Clarke (Chair)

Present: Councillor Michael Payne Councillor Marje Paling
 Councillor Chris Barnfather Councillor Kevin Doyle
 Councillor Bob Collis

Absent: Councillor Michael Adams and Councillor Colin Powell

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

15 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

Apologies for absence were received from Councillor Powell with Councillor Doyle attending as substitute.

16 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 19 DECEMBER 2017.

RESOLVED:

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

17 DECLARATION OF INTERESTS.

None.

18 COMMENCEMENT OF PROCESS, POST OF CHIEF EXECUTIVE

The Director of Organisational and Democratic Services presented a report setting out the process needed to recruit to the soon to be vacant post of Chief Executive.

Councillor Barnfather asked for it to be recorded in the minutes that he did not support recommendation 3 in the report.

RESOLVED to:

- 1) Agree that the post of Chief Executive be filled through open and external competitive process;

- 2) Confirm the job description and person specification to be used for the purposes of selection subject to very minor wording change;
- 3) Review the salary of the post of Chief Executive and applies a new three-point incremental scale of £108,000 - £110,000 - £112,000 from the point of selection of a new Chief Executive;
- 4) Confirm that the salary scale for the post of Chief Executive is now to be disassociated from the salary scales of any other member of staff; and
- 5) Endorse the indicative timetable of events to be applied to this recruitment and selection process.

19 RETURNING OFFICER FEE FOR LOCAL AND PARISH ELECTIONS

The Service Manager Democratic Services introduced a report which had been circulated prior to the meeting, proposing amendments to the scale of fees for election staff for Local Elections.

RESOLVED to:

- 1) Approve the level of fees associated with the post of Returning Officer for local elections and parish elections as detailed in Appendix One;
- 2) Note the scale of fees for all roles other than that of Returning Officer; and
- 3) Note that the Returning Officer's fees for parliamentary elections and other national polls are set nationally.

20 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

The meeting finished at 5.00 pm

Signed by Chair:
Date: