

SOUTHEND-ON-SEA BOROUGH COUNCIL

Meeting of Appointments and Disciplinary Committee

Date: Friday, 13th January, 2017

Place: Executive Boardroom - Civic Suite

Present: Councillor J Lamb (Chair)
Councillors M Assenheim, N Folkard, I Gilbert, *A Moring, L Salter
and J Ware-Lane

*Substitute in accordance with Council Procedure Rule 31.

In Attendance: J Ruffle
T McDougal (Solace in Business Ltd)

Start/End Time: 9.00 - 10.50 am

622 Apologies for Absence

Apologies for absence were received from Councillor Holland (substitute: Cllr Moring).

623 Declarations of Interest

There were no declarations of interest at this meeting.

624 Exclusion of the Public

Resolved:-

That, under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the items of business set out below, on the grounds that they would involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A to the Act and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

625 Selection Process for a new Chief Executive & Town Clerk

The Committee discussed the arrangements for the recruitment and appointment of a new Chief Executive and Town Clerk covering the specification brief, recruitment timetable, the advertisement and recruitment pack.

Resolved:

That the proposed arrangements for the recruitment and appointment process for a new Chief Executive and Town Clerk, be approved and that the post be advertised externally.

626 Chief Executive & Town Clerk - Acting Up Arrangements

The Committee considered a report of the Director of Transformation which presented the acting up arrangements that may be necessary following the retirement of Rob Tinlin, Chief Executive & Town Clerk on the 31st March 2017.

Recommended to Council:

1. That Option 4 in the submitted report be implemented and that in the event that acting up arrangements are required the following arrangements shall apply:

(a) The Deputy Chief Executive (People) shall be the Acting Chief Executive & Town Clerk for the period 1st April 2017 – 31st May 2017, subject to (c) below;

(b) The Deputy Chief Executive (Place) shall be the Acting Chief Executive & Town Clerk from 1st June 2017 until the day on which the new Chief Executive & Town Clerk starts work, subject to (c) below;

(c) As soon as the start date of the new Chief Executive & Town Clerk is confirmed, the mid-point can then be established between 1st April 2017 and that start date. The Deputy Chief Executive (People) shall be the Acting Chief Executive from 1st April 2017 until that mid-point, with the Deputy Chief Executive (Place) taking over from that mid-point until the new Chief Executive & Town Clerk starts work.

2. That the requirement to act as the Council's Returning Officer and Electoral Registration Officer during the interim period be included in the acting up responsibilities of the two Deputy Chief Executives.

3. That the calculation and detail of any acting up payments be delegated to the Director of Transformation in consultation with the Leader of the Council.

Chairman: _____