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SOUTHEND-ON-SEA CITY COUNCIL

**Appointments and Disciplinary Committee**

Date: Tuesday, 16th January, 2024  
Time: 9.30 am  
Place: Committee Room 6 - Civic Suite  
Contact: Robert Harris

Email: [committeesection@southend.gov.uk](mailto:committeesection@southend.gov.uk)

**AGENDA**

- 1 **Apologies for Absence**
- 2 **Declarations of Interest**
- 3 **Minutes of the meeting held on 7th June 2023** (Pages 3 - 4)
- 4 **Minutes of the meeting held on 19th June 2023** (Pages 5 - 6)
- 5 **Minutes of the meeting held on 21st June 2023** (Pages 7 - 8)
- 6 **Minutes of the meeting held on 18th July 2024** (Pages 9 - 10)
- 7 **Minutes of the meeting held on 27th July 2023** (Pages 11 - 12)
- 8 **Minutes of the meeting held on 4th September 2023** (Pages 13 - 14)
- 9 **Minutes of the meeting held on 16th November 2023** (Pages 15 - 16)
- 10 **Exclusion of the Public**  
To agree 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 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.
- 11 **Appointment of Director of Legal Services - Interviews**

**Chair & Members:**

Cllr T Cox (Chair), Cllr M Davidson (Vice-Chair), Cllr P Collins, Cllr D Cowan, Cllr D Jarvis, Cllr M Terry and Cllr A Jones

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## SOUTHEND-ON-SEA CITY COUNCIL

### Meeting of Appointments and Disciplinary Committee

**Date: Wednesday, 7th June, 2023**  
**Place: Committee Room 6 - Civic Suite**

# 3

**Present:** Councillor T Cox (Chair)  
Councillors M Davidson (Vice-Chair), D Cowan, D Jarvis, C Nevin  
and M Terry

**In Attendance:** R Polkinghorne, S Putt, S. Winspear (Hays)

**Start/End Time:** 9.30 am - 2.15 pm

#### **1 Apologies for Absence**

Apologies for absence were received from Councillor Collins (no substitute).

#### **2 Declarations of Interest**

There were no declarations of interest at this meeting.

#### **3 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 item of business set out below, on the grounds that it 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.

#### **4 Interviews for Executive Director (Strategy and Change)**

The Committee interviewed candidates for the post of Executive Director (Strategy and Change).

Resolved:

1. That, subject to the provisions of the Local Authorities Standing Orders (England) Regulations 2001 as incorporated in paragraph 5 of the Council's Officer Employment Procedure Rules, the post of Executive Director (Strategy and Change), be offered to Claire Shuter.

2. That the Chief Executive be authorised to offer the post outlined in 1 above to the candidate upon confirmation by the Leader that neither he nor any Cabinet Member has any objection to the making of such an offer.

**Chair:** \_\_\_\_\_

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## SOUTHEND-ON-SEA CITY COUNCIL

### Meeting of Appointments and Disciplinary Committee

**Date: Monday, 19th June, 2023**  
**Place: Committee Room 5 - Civic Suite**

# 4

**Present:** Councillor T Cox (Chair)  
Councillors P Collins, D Cowan, D Jarvis, C Nevin, M Terry and  
\*K Buck

\*Substitute in accordance with Council Procedure Rule 31.

**In Attendance:** R Polkinghorne, S Meah-Sims, S Putt and S Winspear (Hays)

**Start/End Time:** 9.30 am - 3.00 pm

#### **5 Apologies for Absence**

Apologies for absence were received from Councillor M Davidson (substitute: Cllr K Buck).

#### **6 Declarations of Interest**

There were no declarations of interest at this meeting.

#### **7 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 item of business set out below, on the grounds that it 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.

#### **8 Director of Transformation - Interviews**

The Committee interviewed candidates for the post of Director of Transformation.

Resolved:

1. That, subject to the provisions of the Local Authorities Standing Orders (England) Regulations 2001 as incorporated in paragraph 5 of the Council's Officer Employment Procedure Rules, the post of Director of Transformation, be offered to Anthony Wisken.

2. That the Chief Executive be authorised to offer the post outlined in 1 above to the candidate upon confirmation by the Leader that neither he nor any Cabinet Member has any objection to the making of such an offer.

**Chair:** \_\_\_\_\_

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## SOUTHEND-ON-SEA CITY COUNCIL

### Meeting of Appointments and Disciplinary Committee

**Date: Wednesday, 21st June, 2023**  
**Place: Committee Room 3 - Civic Suite**

# 5

**Present:** Councillor T Cox (Chair)  
Councillors P Collins, D Jarvis, C Nevin, M Terry, A Jones and  
D Nelson

\*Substitute in accordance with Council Procedure Rule 31.

**In Attendance:** R Polkinghorne and S Putt

**Start/End Time:** 9.30 am - 2.45 pm

#### **9 Apologies for Absence**

Apologies for absence were received from Councillors D Cowan (substitute: Cllr Anne Jones) and M Davidson (substitute: Cllr D Nelson).

#### **10 Declarations of Interest**

There were no declarations of interest at this meeting.

#### **11 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 item of business set out below, on the grounds that it 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.

#### **12 Director of Commissioning and Director of Growth and Planning - Interviews**

The Committee interviewed candidates for the posts of Director of Commissioning and Director of Growth and Planning.

Resolved:

1. That, subject to the provisions of the Local Authorities Standing Orders (England) Regulations 2001 as incorporated in paragraph 5 of the Council's Officer Employment Procedure Rules, the post of Director of Commissioning, be offered to Emma Richardson.

2. That, subject to the provisions of the Local Authorities Standing Orders (England) Regulations 2001 as incorporated in paragraph 5 of the Council's

Officer Employment Procedure Rules, the post of Director of Growth and Planning, be offered to Kevin Waters.

3. That the Chief Executive be authorised to offer the posts outlined in 1 and 2 above to the candidates upon confirmation by the Leader that neither he nor any Cabinet Member has any objection to the making of such an offer.

**Chair:** \_\_\_\_\_



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## SOUTHEND-ON-SEA CITY COUNCIL

### Meeting of Appointments and Disciplinary Committee

Date: Tuesday, 18th July, 2023

Place: Committee Room 6 - Civic Suite

# 6

**Present:** Councillor T Cox (Chair)  
Councillors M Davidson (Vice-Chair), P Collins, D Cowan,  
\*D Garston, \*K Robinson and \*S Wakefield

\*Substitute in accordance with Council Procedure Rule 31.

**In Attendance:** J Chesterton, S Putt and M. Greenburgh (External Solicitor)

**Start/End Time:** 9.30 am - 10.30 am

#### 17 Apologies for Absence

Apologies for absence were received from Councillors Jarvis (substitute: Cllr Garston), Nevin (substitute: Cllr Robinson) and Terry (substitute: Cllr Wakefield).

#### 18 Declarations of Interest

There were no declarations of interest at this meeting.

#### 19 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 item of business set out below, on the grounds that it 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.

#### 20 Appointment of Interim Chief Executive

The Committee considered a report of the Executive Director (Finance and Resources) recommending the appointment of an interim Chief Executive, Head of the Council's Paid Service, Returning Officer and Electoral Registration Officer.

Resolved:

That the Council be recommended to appoint Rob Tinlin as the interim Chief Executive.

**Chair:** \_\_\_\_\_

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## SOUTHEND-ON-SEA CITY COUNCIL

### Meeting of Appointments and Disciplinary Committee

Date: Thursday, 27th July, 2023

Place: Committee Room 2 - Civic Suite

# 7

**Present:** Councillor M Davidson (Vice-Chair in the Chair)  
Councillors P Collins, D Cowan, D Jarvis, M Terry, \*A Jones and \*D Garston

(\*Substitute in accordance with Council Procedure Rule 30.)

**In Attendance:** J Chesterton, S Putt and M Greenburgh (external legal representative).

**Start/End Time:** 2.00 pm - 3.00 pm

#### 21 Apologies for Absence

Apologies for absence were received from Councillors T Cox (substitute: Cllr D Garston) and C Nevin (substitute: Cllr A Jones).

#### 22 Declarations of Interest

There were no declarations of interest at this meeting.

#### 23 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 item of business set out below, on the grounds that it 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.

#### 24 Employee Arrangements

The Committee considered a report of the Executive Director (Finance and Resources) which sought agreement to the terms and severance payments under which Rob Polkinghorne, Chief Executive, and Giles Gilbert, Director of Legal Services will leave the Council.

Resolved:

1. That the proposed terms and severance payments agreed in principle with the officers, as set out in the submitted report, be approved.

2. That an audit review be conducted to determine if governance of the process leading to recommendation in this report was robust, and whether sufficient

information was presented to this committee on Wednesday 21st June 2023 to enable it to reach a proper decision. The auditor review will present findings to the Audit Committee and Appointments and Disciplinary Committee by 1st November 2023.

**Chair:** \_\_\_\_\_

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## SOUTHEND-ON-SEA CITY COUNCIL

### Meeting of Appointments and Disciplinary Committee

**Date: Monday, 4th September, 2023**  
**Place: Committee Room 6 - Civic Suite**

8

**Present:** Councillor T Cox (Chair)  
Councillors M Davidson (Vice-Chair), P Collins, D Cowan, M Terry,  
D Garston and A Jones

\*Substitute in accordance with Council Procedure Rule 31.

**In Attendance:** R Tinlin, S Putt, S Winspear (Hays)

**Start/End Time:** 1.00 pm - 4.35 pm

#### **25 Apologies for Absence**

Apologies for absence were received from Councillors Borton (substitute: Cllr A Jones) and Jarvis (substitute: Cllr Garston).

#### **26 Declarations of Interest**

There were no declarations of interest at this meeting.

#### **27 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 item of business set out below, on the grounds that it 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.

#### **28 Executive Director (Environment and Place) - Interviews**

The Committee interviewed candidates for the post of Executive Director (Environment and Place).

Resolved:

1. That, subject to the provisions of the Local Authorities Standing Orders (England) Regulations 2001 as incorporated in paragraph 5 of the Council's Officer Employment Procedure Rules, the post of Executive Director (Environment and Place), be offered to Alan Richards.

2. That the Chief Executive be authorised to offer the posts outlined in 1 above to the candidate upon confirmation by the Leader that neither he nor any Cabinet Member has any objection to the making of such an offer.

**Chairman:** \_\_\_\_\_

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## SOUTHEND-ON-SEA CITY COUNCIL

### Meeting of Appointments and Disciplinary Committee

**Date: Thursday, 16th November, 2023**

**Place: Committee Room 2 - Civic Suite**

# 9

**Present:** Councillor T Cox (Chair)  
Councillors M Davidson (Vice-Chair), D Cowan, D Jarvis, M Terry,  
A Jones and C Mulroney  
(\*Substitute in accordance with Council Procedure Rule 31.)

**In Attendance:** R Tinlin, S Putt, J Towers (Penna)

**Start/End Time:** 10.00 am - 12.55 pm  
The Committee adjourned at 10.05 am to conduct the interviews and reconvened at 12.50 pm for the decision.

#### **29 Apologies for Absence**

Apologies for absence were received from Councillor Collins (substitute: Cllr Mulroney).

#### **30 Declarations of Interest**

There were no declarations of interest at this meeting.

#### **31 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 item of business set out below, on the grounds that it 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.

#### **32 Appointment of Chief Executive - Interviews**

The Committee interviewed candidates for the post of Chief Executive.

Resolved:

1. That, subject to the provisions of the Local Authorities Standing Orders (England) Regulations 2001 as incorporated in paragraph 5 of the Council's Officer Employment Procedure Rules, the post of Chief Executive, Head of the Council's Paid Service, the Council's Electoral Registration Officer and Returning Officer, be offered to COLIN ANSELL.

2. That the Chief Executive be authorised to offer the post outlined in 1 above to the candidate upon confirmation by the Leader that neither he nor any Cabinet Member has any objection to the making of such an offer.

**Chair:** \_\_\_\_\_