



**Lewes District Council**

## **Appointments Committee**

**Minutes** of a meeting of the **Appointments Committee** held in the **Telscombe Room, Southover House, Southover Road, Lewes** on **Thursday, 17 December 2015** at 5.30pm

**Present:**

Councillor A Smith (Chair)

Councillors P Gardiner; E Merry; R O’Keeffe; S Osborne; J Peterson; and T Rowell.

| <b>Minutes</b> |   | <b>Action</b>            |
|----------------|---|--------------------------|
| <b>1</b>       | <b>Chair of the Appointments Committee</b><br><br><u>Resolved:</u><br><br><b>1.1</b> That it be noted that Councillor A Smith is the Chair of the Appointments Committee.   | CMT                      |
| <b>2</b>       | <b>Confirmation of Minutes</b><br><br>The Committee considered the procedure for confirming and signing the Minutes of this meeting.<br><br><u>Resolved:</u><br><br><b>2.1</b> That the Minutes of this meeting be circulated to Members of the Appointments Committee and be signed by the Chair in light of any comments on their accuracy that are received by 9.00am on Monday, 4 January 2016. | All Members of the Cttee |

### **3 Urgent Items**

The Chair advised that he had agreed, in accordance with Section 100B(4)(b) of the Local Government Act 1972, that Report No 181/15 entitled "Appointment of Shared Chief Executive and Head of Paid Service", be considered as a matter of urgency in order that the Committee could take its decisions based on the most recent information which was available.

### **4 Exclusion of the Public and Press**

Resolved:

**4.1** That, in accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended), the Public and Press be excluded from the meeting during the discussion of Report No 181/15 entitled "Appointment of Shared Chief Executive and Head of Paid Service", as there is likely to be a disclosure of exempt information as defined in paragraphs 1, 2 and 3 of Part 1 of Schedule 12A of the Act namely: Information relating to any individual; Information which is likely to reveal the identity of an individual; and Information relating to the financial or business affairs of any particular person (including the authority holding that information).

### **5 Appointment of Shared Chief Executive and Head of Paid Service**

The Committee considered Report No 181/15 which related to the current position regarding the move towards appointing a Shared Chief Executive and Head of Paid Service across both the Council and Eastbourne Borough Council. The Chair introduced to the meeting Greg Nicol, Head of Personnel Advisory, East Sussex County Council, who had provided advice associated with the preparation of the Report.

The Cabinet, at its meeting on 24 September 2015; and Eastbourne Borough Council's Cabinet at its meeting on 21 October 2015, had considered a Shared Services Outline Business Case, details of which were set out in an independent report from the Improvement and Efficiency Social Enterprise (iESE). That report had been commissioned by both Authorities in order to set out the options for the development of shared services and wider integration between the two Councils.

Both Cabinets had agreed to adopt a strategy for the integration of services across both Councils, and had authorised iESE to conduct a more detailed business case to include a project plan and implementation timetable.

The integration of services anticipated the early requirement for a single Chief Executive and, therefore, it was necessary to undertake an early move to the position of having singular leadership with clarity of purpose to

take forward such a significant programme of change.

Technical expertise and advice had been sought from a range of sources, further details of which were set out in paragraph 2.1 of the Report. Furthermore, each Council's Constitution contained relevant provisions for the appointment to the role of Head of Paid Service.

Paragraph 2.3 of the Report set out details relating to the appointment of a Joint Working Sub-Group which had an advisory role to review and agree a proposed salary and job description for the new role of Shared Chief Executive and Head of Paid Service. Further details relating to the process which had been undertaken in respect of the proposed appointment were set out in the Report.

Resolved:

- |  |            |
|--|------------|
| <p><b>5.1</b> That the salary range for the new role of Shared Chief Executive and Head of Paid Service, be as set out in the final paragraph of section 4 of the document entitled "Consideration of Salary for new role of Shared Chief Executive for Eastbourne Borough Council and Lewes District Council", as appended to Report No 181/15;</p> | <p>HOD</p> |
| <p><b>5.2</b> That the job description of the new role of Shared Chief Executive and Head of Paid Service, be as set out at Appendix A to the document entitled "Consideration of Salary for new role of Shared Chief Executive for Eastbourne Borough Council and Lewes District Council"; and</p>  | <p>HOD</p> |
| <p><b>5.3</b> That the redundancy situation for Jenny Rowlands be noted.</p>   |            |

It was further

Recommended:

- |   |                              |
|---|------------------------------|
| <p><b>5.4</b> That Robert Cottrill be appointed as new Shared Chief Executive and Head of Paid Service.</p> | <p>HOD<br/>(to<br/>note)</p> |
|---|------------------------------|

The meeting ended at 5.44pm

A Smith  
Chair