

**Minutes of a Meeting of the  
Joint Senior Staff Committee of  
Adur District and Worthing Borough Councils**

**Council chamber, Adur Civic Centre**

**Wednesday 24 October 2012**

Councillor Neil Parkin (Chairman)

**Adur District Council:**

Julie Searle  
Liza McKinney

**Worthing Borough Council:**

Bryan Turner  
Paul Yallop  
Keith Sunderland

\*Absent

Councillor Sunderland arrived at 5.07pm during consideration of the item 'Chief Executive recruitment'.

**JSnSC/001/12-13 Chairman of the Meeting**

Under the Joint Committee agreement it was noted that the Chairman of the meeting would from the host authority. As the meeting was held in Adur, Councillor Parkin took the chair.

**JSnSC/002/12-13 Declarations of Interest**

None were declared.

**JSnSC/003/12-13 Public Question Time**

There were no members of the public in attendance.

**JSC/042/12-13 Chief Executive Recruitment**

Before the Committee was a report by the Chief Executive, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these Minutes as Item 4.

The report explained that the Chief Executive had indicated that he would be leaving his post on 31 July 2013; the report sets out the process for the selection of his successor and timetable and series of issues that needed to be determined to allow a smooth selection process and transition.

In the presentation of the report and following discussion it was agreed that the Chief Executive would leave post on 31 August 2013.

The Committee discussed the level of remuneration for the post and took heed of the observations of the current postholder in his description of the dynamic nature of local government but also the unique nature of the post he was vacating. As a joint chief executive of two councils the position would attract considerable interest but with the challenges that were only faced within the local government environment working at the

highest level across two organisations. Mention was made of the recent salary packages of new West Sussex chief executive appointments. There was some discussion on waiting for advice from the appointed consultants but on advice the Committee accepted that the timetable did not allow for this change. It was agreed that the advertisement would advertise the position stating that the current salary is £103, 250.00. On a point of clarification the Chief Executive confirmed that there was no essential car user allowance with the position.

The Committee was keen to employ the services of a consultant to assist with the recruitment process. A brief discussion took place on the suggested budget for the recruitment process and the placement of the necessary advertisement(s) for the position – it was agreed to take the advice of the appointed consultant on these. On the question of internal candidates only or a wider field; the Committee agreed that there should be the widest possible field with internal candidates invited to apply as part of the single process.

In paragraph 5.2 it was suggested that the Cabinet Members for Resources be consulted; the committee determined that this should be the Leaders of each Council.

The Committee agreed that the roles of Head of Paid Service, Electoral Registration Officer and Returning Officer shall be part of the role of the Chief Executive.

**Resolved that**

- i. Subject to the amendment of the leaving date of the Chief Executive to 31 August 2013, the Committee agree the timetable set out in Appendix 1 to the report;
- ii. the recruitment should be from the widest possible field;
- iii. consultants be engaged to assist with the process and instructs the Chief Executive, in consultation with the two Leaders, to undertake a procurement exercise as soon as reasonably practicable to select appropriate consultants
- iv. that the new Chief Executive shall be the Head of Paid Service
- v. the new Chief Executive shall be the Electoral Registration Officer
- vi. the new Chief Executive shall be the Returning Officer
- vii. That the Committee makes the following recommendations:
  - a) that Adur and Worthing Councils state the current chief Executive salary is £103,250
  - b) to enable iii above Adur and Worthing Councils release up to £7,500 from the Councils Capacity Issues Reserves for recruitment and advertising costs.

The meeting was declared closed by the Chairman at 5.45pm, it having commenced at 5pm

**Chairman**